



Solicitation Information  
23 Sept 08

RFP # 7144879

**TITLE: Statewide Transportation System for Students**

Submission Deadline: 23 Oct 08 @ 2:00 PM (Eastern Time)

<p><b>PRE-BID/ PROPOSAL CONFERENCE: Yes Date: 7 Oct 08 Time: 2:00 PM</b> <b>Mandatory: No</b> <b>Location: Department of Administration / Division of Purchases (2<sup>nd</sup> floor, Bid Room), One Capitol Hill, Providence, RI</b></p>
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<p><b>SURETY REQUIRED: Yes. \$5,000 submitted with the solicitation response.</b></p>
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<p><b>BOND REQUIRED: Yes. The selected service provider will be required to Provide a performance bond at 100% of the annual contract value.</b></p>
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**Administrator of Purchasing Systems**

**Vendors must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)**

**NOTE TO VENDORS:**

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

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# Request for Proposals

## Statewide Student Transportation Services

The Rhode Island Department of Administration, Office of Purchases, on behalf of the Rhode Island Department of Education (RIDE) is requesting Proposals from qualified individuals to provide statewide student transportation services, in accordance with the terms of this solicitation and the State's General Conditions of Purchase, which is available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

### Instructions and Notifications to Proposers:

- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The "Official" time clock is in the reception area of the Division of Purchases.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This will be a requirement only of the successful bidder (s).*

- Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- Also, Submitters should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or visit the website <http://www.mbe.ri.gov>
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI
- **Equal Employment Opportunity (RIGL 28-5.1)**  
**§ 28-5.1-1 Declaration of policy.** – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090
- If you wish to seek to do business with the State of Rhode Island, you must register and utilize the E-Verify Program. Please refer to [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify) or the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) for more information.
- Should there be a need for technical assistance in registering and/or downloading any document, call the RIVIP HELP DESK @ (401) 574-8100. Office Hours: 8:30 AM – 4:00 PM.
- During the life of this contract, the State reserves the right to solicit separately for selected initiatives within this scope of work.
- The State reserves the right to accept or reject any or all options, bids, proposals or portions thereof, to award on the basis of cost alone, and to act in its best interest.

- At any point during the review process, any proposal found to be substantially non-responsive will be dropped from further consideration.
- The State may, at its sole option, elect to require presentation(s) by respondents clearly in consideration for award. Other submissions, certifications, or affirmations may be required, as appropriate.

## I. Background/ Overview

Rhode Island has in the past few years made an active effort to streamline and make more efficient services provided to its citizens. This is needed both to improve the quality of the services provided and to use scarce fiscal resources to achieve maximum results. Rhode Island's school districts are facing many dilemmas in meeting student needs with little or no increases in funding, and look to the state for not only direct education aid, but also for statewide solutions to issues not easily handled on a district by district basis. A top priority for both school districts and the state is a single statewide, efficient and well run transportation system for special education, non-public and other students who must go out of their school district for their education.

The Rhode Island General Assembly recently initiated the creation of a statewide transportation system for out-of-district special education and non-public school students under an amendment to Sections 16-21.1-7 and 16-21.1-8 of the General Laws in Chapter 16-21.12 entitled "Transportation of School Pupils Beyond City and Town Limits." Ultimately, a statewide transportation system for *all* students that will encompass both within district and out-of-district transportation is planned with the out-of-district component as the first phase of this work.

Several geographic and demographic attributes unique to Rhode Island favor this initiative, including the state's limited total land area; the second highest state population density in the United States; the highest percentage of special education students by enrollment in the country (21 percent); and a large non-public school student population. The motivation for change lies in a desire for improved services to students, more efficient use of state funds, and to provide a service not easily handled by individual districts alone. Preliminary models have demonstrated that by employing a statewide transportation approach that is not constrained by school district boundaries, perhaps 20 percent of the estimated \$20.1 million out-of-district special education and non-public transportation costs currently expended could be eliminated, while preserving the quality and reliability of transportation services.

The requirement for participation by all Rhode Island school districts has not yet been mandated by the State, but this RFP is being issued with the expectation that such passage will occur during the next legislative session in January 2009. The purpose of this RFP is, therefore, to select a qualified student transportation school bus contractor to provide the transportation for special education students, non public and other students attending programs outside of their home school attendance area, beginning in September of 2009 and then expanding over the next several years. The change will be done in phases over a period of at least four years. The initial effort will be on non-public and special education transportation for students attending programs outside of their home

school district, but the State envisions that eventually all busing – public, non-public, and special education – will be operated as a single statewide network, managed by a System Manager under the direction of RIDE and using the services of a single private school bus transportation provider.

## **II. Vision for Statewide Transportation Services**

To understand the purpose for this solicitation, it is first necessary to explain in more detail the conceptual framework of a statewide transportation system, and the core activities that surround achieving the state's objective of implementing such a system. These are detailed throughout different parts and appended sections of this RFP, however, the summation that follows will provide the general reader with the necessary context, and will provide proposers who respond to this solicitation with an overview of some key tasks that they will be expected to perform in executing the transportation contract.

### **Phased Implementation Process**

Because this is a phased implementation, the transition will occur over a number of years by geographical area and as existing transportation contracts between bus companies and individual school districts expire and/or are amended to include language that allows the district to join the statewide system. The following timelines are anticipated for the statewide transportation system (Refer to *Appendix D – Expiration Dates of Existing transportation Agreements* and *Appendix E – Implementation Schedule: School Groups*):

*September 2009:* Group 1 (Northern Area, 6 districts)

*September 2010:* Group 2 (Western Area, 8 districts) and Group 3 (East Bay, 7 districts)

*September 2011:* Group 4 (West Bay, Urban and Others, 6 districts)

*September 2012 or later:* Possible inclusion of five school districts operating district-owned fleets. Eventual inclusion of public school routes in statewide system.

### **Role of the State**

It is envisioned that RIDE, or a designated management contractor (referred to as the "System Manager" in this document) operating under the direction of RIDE will perform the planning and coordination functions of the statewide transportation program. In this role, the system manager will provide the necessary route planning and logistical and demographic data management activities as a primary function. In addition, it will administer the transportation contract and conduct oversight functions, such as auditing the Contractor's



performance, following up on specific public complaints and concerns, collecting fees from participating school districts for busing services under this contract, reviewing and approving contractor invoices, and monitoring the system to ensure safe and on-time performance. This will allow the selected Contractor to focus primarily on the provision of transportation services and associated operational factors. The exact structure and specific functions of this administrative entity have not yet been finalized, but is currently being defined and organized and will be in place prior to the inception of the contract in 2009.

## **Implementation and Rollout**

The provision of student transportation services on a statewide basis is a new approach and will present a number of challenges. This is primarily due to two factors. First, it represents a fundamental shift from the way transportation has been provided in the past, where the service contracts and communications were exclusively between the individual school district and the service provider (bus company). Second, the new system will be an overlay to the existing individual school districts transportation contracts in that special education and non-public busing will be phased in over a multi-year period, beginning in September 2009. In other words, many school districts will eventually operate for a time under both the statewide provision of out-of-district special education and non-public transportation services, while concurrently transporting in-district students under separate agreements between the individual school district and their current bus contractor for in district services. To implement this plan during this period of transition where some school districts will have existing contracts in place for out-of-district non-public and special education transportation, the school districts have been arranged into four groups where these are geographically proximal, and where the existing contracts for out-of-district non-public and special education student transportation will expire prior to the implementation year (see *Appendix E – Implementation Schedule: School Groups*).

## **Communications and Outreach**

With this number of variables at play, it will be vitally important to continue to provide students with reliable and high-quality service delivery and minimal disruptions as these groups are brought into the statewide system. The transition will therefore require a structured phase-in coordinated between the System Manager for RIDE, the successful Contractor, and the parents and administrators at the client school districts being served. The specific tasks are addressed below and within the technical specifications described in *Part IV – Scope of Work*. In addition, each proposer is required to submit their suggested transition/ implementation plan in *Form 5 – Proposed Transition/ Implementation Plan*. The overarching objective is ensuring as seamless a transition as possible to the new system. This will require that the selected Contractor participate in the following key activities:

Outreach to parents and schools to determine their needs and expectations

Familiarize parents and schools with the Contractor's personnel, industry experience, and corporate policies

Streamline communications protocols for regular and emergency operations with the RIDE System Manager, schools and parents

Coordinate route changes and student placements with the RIDE System Manager

Specifically, the selected Contractor will need to participate with RIDE in finalizing and executing a carefully constructed transition and rollout plan as the new program is implemented. In general, the transition/ rollout plan needs to address the following:

*School District Outreach:* A specific plan for the Contractor's management team and drivers to meet with the appropriate staff from each public school and special education site being served. This should consist of a short session to familiarize all parties with each other, and to respond to specific concerns and questions.

*Parent and Student Outreach:* The outreach should extend to special education parents and students in the same way as with the individual schools. The intent of these meetings should be to reassure parents and students that the transportation services they will receive will not be reduced in quality, and to demonstrate appropriate sensitivity and responsiveness to the unique needs of individual students.

*Procedures and Personnel:* In conjunction with the preceding outreach meetings, the Contractor should be prepared to answer specific questions as to how communications are handled, in what format, and by whom. Procedures need to be in place for operating factors such as how parents are notified of schedule changes, who to contact in the event of unanticipated changes to a student's transportation needs, daycare transportation, behavior concerns, handling unique physical and medical needs of individual students, and more.

*Rollout Schedule:* A component critical to the success of the new transportation system is a detailed implementation rollout schedule. This implementation plan should consist of certain milestone dates for key activities, such as securing a bus compound, appointment of Contractor management and support team, completion of driver hiring, final review of proposed bus schedules, and more.

## **Training and Interaction with School Districts**

Related to the transition and rollout considerations is the need for the selected Contractor to participate in some specific training and other orientation activities with the school districts. This will require that the Contractor anticipate the following on an annual basis:

Orientation and introduction among drivers and key school personnel, such as principals, assistant principals, and special education administrators and teachers.

Orientation with drivers and bus monitors on behavioral management methods with special education students; the bus should be an extension of the classroom wherever possible.

Orientation with bus drivers and monitors on the unique medical and physical needs of students with the necessary training to support student's needs while in training.

Contractor familiarization with individual school district discipline policies as they pertain to driver actions, conduct reports and the like.

It is expected that the System Manager for RIDE will participate in these training and orientation procedures as well. This will ensure continuity and that all parties concerned understand both the overall policies and guidelines (such as maximum ride times and stops placement criteria) as these pertain to the statewide transportation system, as well as the policies that may be unique to each school district or special education program (discipline codes, emergency communications, etc.).

## **III. Intent of the Solicitation**

Transportation of Rhode Island school children is a specialized function. The essence of any student transportation contract is that the students be transported to and from school regularly, promptly, safely and without interruption or incident. The primary obligation of the Contractor is to operate its affairs so that the State (RIDE) and the school districts served by the Contractor will be assured of continuous reliable service. Under the proposed service agreement, the Contractor will be responsible for providing the proposed student transportation services subject to the bus routes and schedules and related requirements defined by RIDE. By submitting a proposal and accepting a Contract, the Contractor represents that it has the necessary management expertise and other resources as defined to meet these specifications.

The expectation is that the successful proposer will be able to provide the levels of service that are commensurate with or better than that which is being provided under existing contracts. Factors such as the length of ride times for students, school start and dismissal times, and bus stop locations should not change. It is further expected that these services will be provided at a reduced cost through the economies of scale through a statewide approach to transportation where students from different school districts may be combined on the same bus routes as the buses traverse multiple school districts on their way to and from their destination schools.

This strategy will presumably result in reduced total transportation costs for the state. The routes data developed and shown in *Appendix A* and *B* were based on current year data, and are meant to provide only a “snap shot in time”; the actual routes to be employed will be crafted around the actual programs in place and students to be transported when school begins in September 2009. The phases in this program will span several years; the expectation is that all but exempt school districts will become part of the state transportation contract as their existing transportation contracts expire.

## **IV. Scope of Work**

### **1.0 Introduction**

The Rhode Island Department of Education, hereafter referred to as “RIDE”, is soliciting proposals for the services of a qualified transportation contractor, hereafter referred to as “Contractor”, with experience in student transportation in the State of Rhode Island, to provide statewide transportation services to special education and non-public students who are enrolled in schools outside of their home school attendance area. The essence of any student transportation service is that the students be transported to and from school regularly, promptly, safely and without interruption or incident. When this responsibility is contractually assigned to a Contractor, the primary obligation of the Contractor is to conduct its affairs, specifically the day-to-day management of the transportation contract, so that RIDE will be assured of continuous, safe and reliable service. Upon the award of a contract to provide transportation services RIDE places, and the Contractor accepts, full responsibility for meeting these criteria according to the highest industry standards. Under the proposed Contract, the Contractor shall be fully responsible for all aspects of providing the student transportation services subject to the terms and conditions stated herein.

### **2.0 Provision of Services**

The RFP encompasses the transportation of students, personnel and others as authorized by RIDE, by means of vehicles, at such times and to such places as directed by the RIDE.

Services provided by the Contractor shall include provision of all transportation equipment, outside professional or other support services used by the Contractor, employee parking and bus storage facilities, support and office equipment, bus radios, driving and office personnel, vehicle replacement parts, lubricants, fuel storage, insurances, staff vehicles and other such materials as required by law and per the specifications. All services shall be performed to the satisfaction of RIDE.

In *Appendix A* and *B*, the number of routes and key logistical data are shown for the initial simulated routes developed to examine the potential cost or benefit of this new approach. The transportation system will be integrated into a full statewide network in phases, according to the groups shown in *Appendix E*. The selected Contractor will be expected to eventually provide all such services statewide, and later, to provide busing services for all public, non-public, and special education students to all school districts in the State. The successful Contractor shall agree to comply with each District's Emergency Evacuation Plan. This plan may require the evacuation of all District students from all of its schools (See *Form 6*). All responsive proposers should have the intention and capability to ultimately provide this scope of services.

Prospective contractors should submit their proposed price for these services as shown in *Form 2 - Proposed Service Rates*. The pricing form is organized according to standard charges per day by vehicle type and minimum daily hours for both home-to-school bus routes (*Part A – Home to School Transportation*), and for transportation that is not part of the regular daily route schedule, such as midday bus runs, before/ after hours trips, work-study programs, outdoor education, field trips, sports trips, and others (*Part B – Extra Curricular, Midday and Athletic Transportation*). The proposer should provide his/ her proposed pricing in the sections provided. All pricing will be based solely on fixed daily rates, excess hourly rates, along with cost of living adjustments (COLA) adjustments for the base three year contract period, as shown in *Form 2, Part C – Cost of Living Adjustment*. The proposer must provide daily and hourly rates for both Part A and B, and the proposed COLA adjustments in *Part C*. Proposers who fail to submit pricing for all three parts of Form 2 will be considered unresponsive to the terms and conditions of this RFP.

### **3.0 Service Definitions**

For the purposes of clarity throughout this Request for Proposals, the following definitions of common terms shall apply:

**In-District Transportation:** Transportation service to students residing and attending an accredited school or program within their home school attendance area.

**Out-of-District Transportation:** Transportation service to students residing and attending an accredited school or program located outside of their home school attendance area.

**Ambulatory Special Education Students:** Students who may require the presence of a bus monitor, but who do not require a bus equipped with a lift or outfitted for wheelchairs.

**Non-Ambulatory Special Education Students:** Students with physical impairments who require a bus equipped with a lift and outfitted for wheelchairs, and related specialized equipment or services.

**Special Medical Needs Students:** Students who have special medical needs requiring the presence of a nurse and/or special medical equipment on the bus.

**Deadhead Miles or Hours:** Miles or hours when the bus is operated without students on board.

**Layover Time:** Time when a bus is required to sit idle between runs in order to meet scheduled bus stop and school arrival times.

**Live Miles or Hours:** Miles or hours when the bus is operated with students on board. (Also called running miles or hours).

**Arrival/ Departure Windows:** Times when buses must arrive at or depart from a school. For example, a school with an 8:30 AM start time, may have a window with buses required to arrive not before 8:10 AM, nor later than 8:25 AM.

**Legal Vehicle Passenger Capacity:** The maximum number of students allowed on a bus, based on three (3) students per seat on a standard 39 inch seat, or on a school vehicle, based on its rated passenger capacity.

**Planned Vehicle Passenger Capacity:** The maximum capacity of a bus based on load planning parameters. For example, if the maximum number of students allowed is two per seat, then a 72 passenger bus has a planned maximum capacity of 48 students.

**Bus Stop:** A single collection point at a specified geographic location for students to be picked up or dropped off by a bus that is accessible by an approved pedestrian walking route.

**Hub or Transfer Point:** Arrival location for several bus runs. Students transfer at this location to a shuttle or transfer bus.

**Bus Run:** A single bus travel path with bus stops aligned sequentially to or from a principal school or schools. Bus runs may be of the following types:

**Dedicated Bus Run:** A bus run serving a single school only.

**Combination Run:** A single bus run used to transport students from different schools to multiple schools or to a transfer point.

**Shuttle or Transfer Bus Run:** A bus run that loads students arriving from other buses at a common collection point or hub (usually a school), and takes them directly from that point to their destination school or schools.

**Bus Route:** A route is comprised of the total number of bus runs assigned to a bus in the morning, noon, or afternoon.

## **4.0 Service Standards**

### **4.1 Late Buses**

Drivers shall notify the dispatcher whenever it appears they will be ten (10) minutes or more behind the scheduled time in arriving at their destination. The dispatcher shall notify the impacted school. If the delay impacts other schools, the dispatcher shall notify each impacted school.

### **4.2 Overload Conditions**

The Contractor shall monitor routes for potential overloads on an ongoing basis. In the event of an overload the dispatcher shall dispatch a second bus to transport excess students and, at the same time, notify the RIDE System Manager of the nature of the overload by phone.

### **4.3 Dry Runs**

The Contractor shall ensure that drivers are familiar with their assigned routes. To facilitate this process, the Contractor shall, prior to the opening of any scheduled school, have each regularly assigned route driver accomplish two complete dry runs (practice runs without students) of his assigned route. Dry runs shall be conducted as close to the assigned route time as possible in order to take traffic density and flow into consideration. The time for this task, along with appropriate documentation, will be billed to RIDE for payment at the excess hourly rate for fleet buses.

#### **4.4 Performance Incentives**

Developing methods by which transportation costs can be reduced is of interest to RIDE. As a result, and to the extent permitted by law, RIDE shall provide the Contractor with a one time incentive payment for suggestions that are accepted, implemented, and yield any sustainable savings within the network operated by the Contractor. The following guidelines shall govern this incentive program:

The Contractor shall receive fifty percent (50%) of the initial annual cost savings achieved as a result of initiatives suggested by the Contractor and approved and implemented by RIDE. This includes any initiatives that reduce the total number of buses required, or the cost per bus. It does not include any reduction in the number of buses required as a result of changes to routes initiated by RIDE. The incentive payment to the Contractor shall only be made in the first year that the suggestion is implemented.

Savings shall be based upon the difference between the accepted price quoted in this proposal for the scheduled routes, and the actual total payments made based on invoices submitted, excluding savings resulting from RIDE initiated reductions.

The total amount of the savings incentive shall be paid as a supplement to the final contract payment for each year of the Contract.

#### **5.0 Equipment Specifications and Requirements**

For purposes of clarity, the term "vehicles" shall be understood to include both school buses and approved school vehicles<sup>1</sup>, such as passenger vans or other small vehicles as set forth in the applicable statutes of the Rhode Island General Laws. The Contractor shall provide all vehicles necessary to implement the service plan. The Contractor shall have sole responsibility for the acquisition of all vehicles. The Contractor may either own or lease the vehicles, however all leases shall at least be for the length of the Contract, and renewable annually for at least two years. Copies of all titles and/ or lease agreements shall be provided upon execution of the contract. Updated fleet information should be submitted to RIDE by August 1 of each year. The successful contractor is encouraged to acquire any school district owned vehicles which meet their vehicle requirements and standards.

All vehicles provided by the Contractor shall meet or exceed all current, applicable federal, state and local laws, rules and regulations relating to safety, maintenance and emission standards, including but not limited to, the Federal Motor Vehicle Safety Standards, i.e. FMVSS 217, and the applicable statutes

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<sup>1</sup> Fifteen passenger vans are not allowable for school transportation under the terms of this contract.



under the General Laws of Rhode Island<sup>2</sup>. Current emission standards, unless otherwise mandated by law, shall be followed for the term of the Contract. Furthermore, if during the period of the Contract, any installation or modification of equipment is required due to a change in the law or applicable rules or regulations, such modification or installation shall be made immediately by the Contractor upon notification from RIDE or the appropriate governing entity. If the modification is requested by RIDE, but not otherwise required by law, a pro rata share of the cost of such modification or installation based upon the number of months remaining on the Contract and the useful life of the bus shall be borne by RIDE. The formula for the pro rata share will be the amount of months left in the term the contract divided by the standard bus' lifetime in months. For the purposes of this calculation, the following standard bus lifetimes apply: a) Type B, C and D school buses: 10 years (120 months), b) Type A school buses, School Vehicles and Vans: 7 years (84 months).

### **5.1 Number of Vehicles**

The Contractor shall guarantee that a sufficient number of buses and school vehicles will be available every day to meet the proposed service levels and standards. The Contractor shall be responsible for having a sufficient number of spare units to meet reasonable vehicle down or out-of-service rates. RIDE shall not be responsible for providing backup or spare buses to the Contractor.

### **5.2 Vehicle Maintenance**

**Maintenance of Equipment:** The Contractor shall provide, equip, and staff an adequate maintenance facility located at or near the bus terminal so as to provide regular preventative maintenance and other maintenance as may be required to ensure that all buses continually meet the highest standards of safety, performance and air quality emissions. Each proposer shall submit a copy of their vehicle preventive maintenance and inspection plan with their proposal documents.

**Pre-Trip Inspections:** The Contractor shall make certain that pre-trip inspections, as required by Rhode Island law, are performed on vehicles assigned to the Contract. Vehicle defect logs and subsequent repairs logs are to be kept on file at the Contractor's maintenance facility. The Contractor shall make repair logs available to the RIDE System Manager upon request.

**Appearance:** All school vehicles shall be cleaned inside and out in a systematic manner. It shall be the Contractor's responsibility to develop and maintain a

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<sup>2</sup> Carpenter school buses have been identified as having defective roof welds. The National Highway Transportation Safety Administration (NHTSA) has determined that continued use of these school buses pose a safety threat to school children. Therefore, Carpenter school buses are not legal for use in Rhode Island and may not be used in the performance of this contract.

program to accomplish this task. RIDE reserves the right to inspect buses for cleanliness at any time. Buses that are found to be out of compliance shall be removed from service until clean and re-inspected by RIDE.

### 5.3 Vehicle Operating Requirements

**Special Education Buses:** Special education school buses shall be of such design as to be able to access special education students, when necessary, from their driveway, or on narrow roadways not normally accessible to larger conventional and transit-style school buses. Generally, these should be Type A school buses or allowable alternate vehicles, except where inclusion busing is appropriate in combination with regular education non-public or public school students.

**School Vehicles:** Vans, suburbans, or other allowable alternate school vehicles may be used where appropriate<sup>3</sup>. The maximum legal passenger capacity for all such vehicles shall not exceed eight (8) passengers, in addition to the vehicle operator and bus monitor.

**Wheelchair Vehicles:** Wheelchair buses shall have a minimum of two (2) wheelchair positions, with capacity for a minimum of eight (8) additional walk on students.

### 5.4 Age Requirements

All vehicles used in the performance of this contract shall comply with the vehicle age and mileage parameters listed below:

Group Mileage	Vehicle Type	Max. Age	Avg. Age	Max. Mileage
1	Bus: B, C, D	10 years	6 years	200,000
2	Bus: A	7 years	4 years	150,000
3	School Vehicle	7 years	4 years	150,000

Vehicle ages for compliance with this provision are calculated at the beginning of each school year by taking the current calendar year and subtracting the model year. For example, a 2008 model year bus would be considered five years old for the 2013-2014 school year. Average age shall be computed by totaling the age in years for all vehicles within the three groups shown above at the beginning of the school year, and dividing this value by the total number of vehicles in each group.

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<sup>3</sup> Fifteen passenger vans are not allowable for school transportation under the terms of this contract.

## 5.5 Vehicle Technical Requirements

**Seatbelts:** The Contractor shall comply with all Rhode Island requirements regarding the installation and use of seatbelts by students on school buses. In addition, all special education buses and special education wheelchair buses or vans shall be equipped with seat belts. Drivers shall ensure that all students riding in special education vehicles wear their seat belts at all times. All students riding in wheelchairs shall be properly restrained to minimize injury in the event of an incident. Wheelchair locking devices shall be of the forward-facing type only.

**Car Seats:** Parents of students who are under four (4) years old and under forty (40) pounds in weight shall supply a car seat for their student's bus ride. Drivers are expected to secure the student in the car seat via an approved seatbelt and to off load the seat at the student's destination (school or home). Parents, teachers and classroom aides will be responsible for storing car seats for their students when not in use on the bus.

**Wheelchair Lifts:** All hydraulic, electrical, or mechanical wheelchair lifts or ramps used by the Contractor are subject to the continuous approval of RIDE. Drivers assigned to operate wheelchair-equipped buses shall be trained in the proper operation of the lifts.

**Wireless or Radio Communication:** The Contractor shall provide each bus and spare bus with a two way radio to maintain continuous contact with the bus dispatcher. Radios shall have an individual discrete frequency, discrete private channel, discrete private carrier, or coded squelch. It shall be understood that the Contractor gives assigned RIDE employees and the System Manager permission to use the assigned frequency to communicate with the Contractor supplied vehicles when necessary. Contractor will be required to provide RIDE and the System Manager with the necessary equipment to communicate with Contractor's drivers. Citizen Band (CB) radios or VHF radios are NOT acceptable to meet this requirement. Additionally, UHF radios must have a minimum power output of twenty-five (25) watts with 800 Mhz or fifteen (15) watts with 900Mhz. The Contractor shall also provide at his own expense whatever repeaters, signal boosters, or relay devices are needed in order to provide radio coverage within the vehicles' area of operation.

**First Aid Kits:** Each vehicle shall be equipped with an approved first aid kit, blood borne pathogen kit, bodily fluid spill kit, and approved equipment for artificial airway insertion. Kits are to be inspected and supplies replenished on a systematic basis by the Contractor.

**Equipment Required by Law, Rule or Regulation:** Contractor shall supply and ensure that all of the vehicles have all such equipment, not otherwise

specifically mentioned in these specifications, which is required by federal, state or local laws, rules or regulations, including equipment required by the regulations adopted by the Rhode Island State Police.

**Cameras:** All school buses will be capable of being equipped with digital video school bus violation detection monitoring systems and interior cameras when needed and required by RIDE. Such video systems will be provided to the Contractor, and maintained in accordance with Section 1, Title 31, Chapter 51 of the Rhode Island General Laws, "Motor and Other Vehicles." Videotapes will be maintained by the contractor for a minimum of seven days and will be available to school district and RIDE system management contractor during that period. Videotape copies will be provided to school personnel upon request. The Contractor shall be responsible for rotating cameras, replacing tapes as needed, labeling used tapes and storing used tapes at the Contractor's facility.

**Specialized Equipment:** RIDE shall require a Global Positioning System (GPS), Automated Vehicle Locating System (AVL) or other electronic systems at some point during the first year of the contract. RIDE and Contractor shall work cooperatively with one another to identify and select appropriate systems to meet the student safety and customer service goals of the school districts served by the transportation system. However, the final selection of a GPS and/or SLS system shall be the sole responsibility of RIDE. Where these systems must be located in or on vehicles, the Contractor shall allow the installation of such systems. The Contractor shall be responsible for the cost of procurement and installation of the system (hardware & software). Subsequent repair, maintenance and hardware replacement costs shall also be borne by the Contractor.

**Bus Inventory List:** Proposers are to submit a listing of the equipment that shall be used if awarded a contract on *Form 1* in the *Forms and Submittals* section of this RFP. Information to be submitted shall include:

Bus or vehicle number

Vehicle and body manufacturer

Year and model

Passenger capacity, including number of wheelchair positions

Wheel chair lift type (if applicable)

Camera equipped

Fuel type

Active or spare status

Current mileage

Air Conditioned

Special equipment (describe)

## **6.0 Routes and Schedules**

### **6.1 Establishing Routes**

The System Manager for RIDE shall develop all routes and bell schedules through the use of the *VersaTrans* Routing computerized software program, to be implemented soon after the award of Contract for this RFP. While the cooperation of the Contractor is an important component of this process, RIDE and/or the System Manager will be solely responsible for the creation, maintenance, and changes to bus routes and schedules.

### **6.2 Revision, Changes and Approval of Routes**

RIDE may at any time during the term of the Contract revise routes schedules, bus stops or bus assignments. At the same time, the Contractor is expected to evaluate routes on a continuing basis and provide RIDE System Manager with recommendations for constructive changes.

Generally, route changes will be made by RIDE as part of the route planning and maintenance process as described in Section 6.1 above. However, interim changes to established routes recommended by the Contractor shall only be made with the prior written consent of RIDE. The RIDE System Manager shall notify parents of the changes at least three (3) days prior to implementation. The Contractor shall cooperate with the distribution of such notices. New students may expect to wait up to three (3) days for a bus assignment where material alterations to a route are required to accommodate service to their stop.

### **6.3 Adding or Deleting Buses**

The Contractor shall add or delete buses upon written notice by RIDE. When equipment is added, RIDE and the Contractor shall establish a timetable for service and mutually agree on a start date. When RIDE chooses to add or delete a route, the Contractor shall cooperate by distributing route change notices prepared by RIDE to impacted students, or by informing parents of route changes via e-mail or written notification.

## **6.4 Unauthorized Deviations from Routes**

Except for those reasons outlined and approved by RIDE, such as road construction or traffic deviations mandated by civil authorities, drivers are not authorized to deviate from assigned routes or stops without the prior approval of the RIDE System Manager or Contractor Manager. RIDE shall be notified of deviations lasting in excess of five (5) school days. Notice shall be made to RIDE as soon as Contractor knows deviations will exceed five (5) school days.

## **7.0 Information Technology**

It is important that the selected Contractor have the capability to electronically access the information technology, including VersaTrans bus routing and planning software, used by RIDE to plan and maintain the school bus routes and schedules. Routes shall be given to the Contractor in a format acceptable to each party. The Contractor will be responsible for purchasing the necessary computer hardware, software licenses and peripherals so as to access the RIDE routing program and student data base as required based on the security access level decided on by RIDE.

## **8.0 Drivers and Monitors**

It shall be the responsibility of the Contractor to design and implement an employee hiring program. The goal of this program shall be to attract qualified candidates, train each candidate to meet state licensing requirements and to maintain a compliment of employees so as to avoid personnel shortages that adversely impact the delivery of transportation services. A copy of this plan shall be included with the proposal submission.

### **8.1 Qualifications for Drivers**

Each bus driver shall be at least twenty-one (21) years of age and possess a valid Rhode Island School Bus Driver's License and Commercial Driver's License with endorsements that meet the duties to which they are assigned. Drivers shall have a safe driving record as determined by an individual driver abstract verification, with no moving violations or chargeable accidents within the preceding three (3) years from the date of hire. Contractors must also comply with all other appropriate state requirements such as those imposed by E-Verify.

### **8.2 School Bus Monitors**

Bus monitors shall be Contractor employees and will be assigned to ride vehicles by the Contractor as required by Rhode Island statutes. At its discretion, RIDE may require bus monitors in specific situations not specifically required by law, but where the needs of a specific student or students dictate the assistance of a

bus monitor. School bus monitors shall possess the same qualifications and required background checks as school bus drivers, except the requirement for a commercial driver's license and a school bus endorsement. Bus monitor cost (wages & benefits) shall be the sole responsibility of the Contractor.

### **8.3 Background Checks**

The Contractor shall comply, at his own expense, with all Federal, State and/or local fingerprinting and employee background check laws<sup>4</sup> and drug/alcohol testing, including random drug / alcohol testing, and shall provide proof of compliance and / or clearance to RIDE. Such drug and alcohol testing shall apply to both CDL and non-CDL drivers, as well as bus monitors, mechanics and other safety sensitive personnel employed by the Contractor in conjunction with this contract.

Contractor shall also provide a written statement that Contractor has completed both a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check for all of its employees prior to employment and that none of its employees that may come in contact with school district students have been convicted of applicable felonies, misdemeanors, or sex offenses as specified under the Rhode Island General Laws.

### **8.4 Wage Schedule for Drivers and Monitors**

The Contractor shall establish a suitable wage schedule that is designed to attract, employ and keep experienced school bus drivers and monitors. Assigned route drivers and monitors shall be compensated on an hourly basis for route driving times as well as daily vehicle inspection as required by law, normal post trip inspection and bus cleaning. It is the intent of this requirement, to the extent possible, to allow the Contractor to retain existing driver and bus monitor personnel, where otherwise qualified.

Actual live route times shall be submitted to the RIDE System Manager by the Contractor for approval prior to Contractor's first billing. Subsequent time changes to routes must be approved by the RIDE System Manager prior to Contractor billing. An agreed wage schedule cannot be diminished during the life of the contract. Wages for all work including pre-service training, in-service training, attendance of company safety meetings, CPR training and First Aid Training shall apply to this requirement.

### **8.5 Employee Performance and Replacement**

RIDE shall notify the Contractor when an employee's performance becomes unacceptable and may no longer drive on a school district route. Written

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<sup>4</sup> Background checks may be e-verified under applicable statutes under the Rhode Island General Laws.

documentation by the RIDE System Manager shall clearly detail the reasons for making the request as well as remedial steps (if appropriate) needed to return the employee to service. Requests of this nature by RIDE will only occur as a last resort. However, when requested, the employee shall be removed from service within one working day. The Contractor may, after removing said employee from service, appeal the decision. Any such appeals regarding the reinstatement of the employee shall be at the sole discretion of RIDE.

## **8.6 Standby Drivers**

The Contractor shall provide sufficient standby school bus drivers and bus monitors to meet day-to-day vacancies due to illness, vacation, personal days and unplanned absences. All standby drivers shall be thoroughly familiar with the school district routes operated by the Contractor and competent to meet the assigned schedule on any assigned route.

## **9.0 Transporter Facilities**

**Bus Terminal:** The Contractor shall maintain a suitable terminal within or reasonably close to the operating areas of the bus routes awarded under the Contract. Parking out of vehicles used for the transportation of students may occur only with the permission of RIDE and the appropriate school district, if applicable. Every effort shall be made by the Contractor to secure and protect vehicles from damage, vandalism, theft, and theft of equipment when parked overnight.

**Hours of Operation:** The Contractor's operations office shall be adequately staffed from 5:30 a.m. to 5:30 p.m. during all days that schools are in session. Generally, there are approximately 190 days in the combined school year of all schools to be served. Due to differences in the individual school calendars, all of the schools will not be in attendance on the same days. In addition, where transportation to year-round special education programs is required, the Contractor's operations office will be expected to be appropriately staffed while such programs are in session. Finally, the Contractor will be expected to maintain extended or earlier hours under special circumstances such as inclement weather (such as snow storms or flooding), civil emergencies, or other exigent conditions.

## **10.0 Fueling**

The Contractor shall furnish all fuel to be used in its performance of the Contract. Contractor's compensation for student transportation services rendered under the terms of the Contract shall be adjusted quarterly to reflect changes in Contractor's cost of fuel. The baseline fuel cost will be set as of first date of the contract and used as the benchmark for subsequent price escalations and



reductions. For the purposes of pricing the proposals in response to this RFP, the baseline cost shall be \$4.435 per gallon of diesel fuel, and \$3.702 per gallon for unleaded gasoline, exclusive of all applicable State and Federal excise and sales taxes. Each quarter during the term of the Contract, including any renewals or extensions, Contractor's last monthly invoice shall be adjusted for increases or decreases in fuel costs calculated by multiplying the number of gallons of diesel fuel purchased by Contractor for consumption in the performance of the Contract by the difference between the appropriate Base Fuel Cost and the average cost per gallon of diesel fuel paid during the preceding quarter. The average cost shall be determined by taking the arithmetic average of the mean prices (average of the high and low price published each day) as published in "Platt's Oilgram Price Report" that are effective during the quarter, under the headings "Product Price Assessments", "New York/ Boston", "Barge."

### **10.1 Fuel Audits**

The System Manager for RIDE shall conduct periodic audits of fuel usage by the Contractor. The purpose of the audits is to ensure that fuel is used efficiently and only for purposes of Contract.

Fuel usage shall be rated according to the following miles per gallon (MPG) standards:

Type A Buses: 9.5 MPG

Type B Buses: 9.5 MPG

Type C Buses: 8.0 MPG

Type D Buses: 7.5 MPG

School Vehicles: 15 MPG

MPG standards shall be applied to a sampling of buses (net mileage between fill ups divided by the amount of fuel dispensed to fill the tank) selected by RIDE. These values shall be used as the basis for determining the amount of fuel used by the Contractor. When the amount of fuel used by the Contractor exceeds that which was shown in the monthly fuel usage report, the Contractor will credit their monthly invoice for services for the amount paid by RIDE for any fuel price adjustment as defined in Section 11 above. The excess fuel calculation for credit shall retroactively apply for a period of (3) three months.

### **11.0 Contractor Management Requirements**

RIDE firmly believes that the overall success of this project will be the result of establishing and maintaining effective lines of communication among the

Contractor, RIDE, the System Manager and the school districts served by the transportation system. To meet this goal, RIDE, the System Manager, and the Contractor shall develop a meeting schedule within one week of the contract award that is responsive to the immediate and long range needs of the student transportation program. In addition to scheduled meetings either party may request a meeting with limited notice to address a situation or concern that requires immediate action. Each party shall cooperate and make every reasonable effort to respond to and attend such meetings.

## **11.1 Communications**

**Telephone Communication – School Districts:** The Contractor shall install and maintain at his expense a direct connect telephone line (or other appropriate telecommunications service acceptable to RIDE) between the Contractor's dispatch office and the RIDE System Manager's office to facilitate communication. Contractor and Contractor's assigned office staff shall answer calls on this line in a timely manner. Contractor shall also provide a means for the school districts to be directed to an assigned contact for the Contractor in the event of an emergency after normal business hours. The System Manager for RIDE shall provide Contractor contact information for appropriate school district personnel for use after hours or in the event of an emergency.

In order to ensure prompt action with changes to student programs, residence location, and other variables, the Contractor will coordinate with the RIDE System Manager and the school districts transported to develop specific protocols to administer such changes as part of the contract implementation plan. Issues to be considered in the plan should include, but are not limited to:

- Media conveyance for student add/ withdrawals (forms, fax, Internet).

- Notification method to other passengers where route changes are needed.

- Fast response policies for last minute changes and/or special circumstances.

**Telephone Communication – Parents:** RIDE expects the Contractor to provide exceptional customer service to the school districts along with its students and parents. Consequently, the Contractor shall provide at its expense sufficient communications technology and staff who are knowledgeable about the bus routes, stops and school locations and can answer public inquiries and requests regarding bus schedule times, safety issues, or any other concerns that are an expected part of student transportation operations. The goal is to provide information to parents and school administration in a prompt and courteous manner as well as provide access to the Contractor's management team.

Telephone lines shall be made available throughout the school year, and be staffed during normal working hours. The communications technology shall also

provide a means for callers to leave messages for routine inquiries, and to be directed to an assigned contact in the event of an emergency after normal business hours.

## **11.2 Contractor Records and Reporting Requirements**

The Contractor agrees to provide RIDE with periodic reports when requested. These reports shall include, but are not limited to, the following:

**Pupil Transportation Bus Incident / Accident Reports:** This report describes all incidents, accidents or injuries occurring on bus routes or trips, including route segments to and from the terminal, whether or not students are on the bus. Written follow-up reports stating corrective action taken shall be submitted within five (5) days after the occurrence. Police reports, where applicable, are to accompany each accident report. RIDE policy requires notifying the Student Transportation Manager or designated administrator for the appropriate school district immediately after any vehicle incident, accident or injury involving a Contractor vehicle with or without students on board.

**Monthly Student Load Count:** This report lists the number of students at each bus stop who rode the bus on a selected day. Results shall be tabulated and detailed in a tabular format acceptable to RIDE. Forms are to be returned to the RIDE System Manager within five (5) days of the count.

**Driver - Route List:** A list that identifies assigned bus route drivers, by route and by type of vehicle (i.e. school bus or van) is to be submitted prior to school start and updated monthly by the Contractor. The list shall also include names of drivers who are assigned as field trip drivers as well as names of drivers assigned as spares or stand-by drivers.

**Driver Incident /Complaint Form:** The purpose of this form is to inform the Contractor in writing of an incident or complaint about the services provided or about a specific driver by the affected school district. The Contractor shall, in coordination with the appropriate school district official or transportation coordinator, investigate these reports and provide a written reply within five (5) days. If the investigation determines that corrective action is warranted, all written replies shall state the corrective action taken to prevent a recurrence of the condition that caused the incident or complaint.

**Student Conduct 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 involving a student. The driver shall turn in any student incident reports to the principal or school administrator of the receiving school or placement. Copies of this Student Incident Report shall be turned into the driver dispatcher and retained for the

remainder of that school year. The Contractor shall investigate these reports and provide a written reply within five (5) days. If the investigation determines that corrective action is warranted, all written replies shall state the corrective action taken to prevent a recurrence of the condition that caused the incident or complaint. Contractor can not and should not administer school discipline.

### **11.3 Training**

The Contractor shall be responsible for all aspects of pre-service and in-service training of school bus drivers, vehicle drivers, and bus monitors used in the scope of the Contract. The Contractor shall ensure that newly licensed drivers receive, at a minimum, the bus driver training hours prescribed by the stipulations, current acts and amendments as set forth under the Rhode Island General Laws, or as otherwise set forth in law. Proposer(s) are to submit an outline of their pre-service and in-service training program with their proposal response in the form provided on *Form 4 – Proposal Questionnaire*. Specific elements of the required training to be provided by the Contractor are described below:

After being hired and prior to placement on designated routes, drivers, dispatchers and managers shall receive a one hour block of classroom instruction and orientation in the organization, policies and procedures of RIDE.

After being hired and prior to placement on designated routes, drivers, dispatchers and managers shall receive a one hour block of classroom instruction on student discipline procedures, methods, and techniques, including positive behavior management techniques. RIDE shall provide a course outline for this training.

After being hired and prior to placement on designated routes, drivers, bus monitors, dispatchers and managers of special education children shall receive a two hour block of orientation and classroom instruction in the needs of special education children, types of disabilities likely to be encountered, emergency procedures for special education children, and any other special requirements of transporting special education children.

As part of initial roll-out and implementation of the new transportation system, the Contractor's staff shall also participate, on a district by district basis, in an orientation/ introduction to the special education teachers, parents, and students in order to familiarize all parties with each other. At this time specific questions or concerns about the transportation program, communications, or other specific student needs will be discussed.

The Contractor shall require drivers, dispatchers and managers assigned to undergo annual in-service training. This yearly training shall include at least one hour of classroom instruction presented by RIDE designated special education staff on the needs and care of special education children.

On an annual basis, and as a condition for employment prior to hiring, the Contractor shall require drivers and monitors transporting special education students to receive training in first aid, cardio-pulmonary resuscitation (CPR), seizure disorders, allergic reactions, school bus safety, and special education/handicapped lifts and transportation restraint devices.

From time to time RIDE may specify that individual drivers and/or bus monitors, for certain reasons, may require additional training prior to resuming vehicle driving responsibilities. The Contractor shall assume responsibility for fulfilling this additional training requirement.

Contractor will submit an outline of their proposed in-service driver and staff training program with their proposal in the appropriate section of *Form 4 – Proposal Questionnaire* attached to this RFP.

## **12.0 Accidents and Safety Procedures**

### **12.1 Vehicle Accidents and Emergencies**

Emergency Use of Equipment and Personnel: In the event of a local emergency the Contractor shall make the fleet available to appropriate public agency officials for evacuation and/or emergency transportation purposes. In the event of a local emergency, Contractor's personnel shall be designated as Disaster Service Workers and work under the direction of the RIDE System Manager, or other Incident Commander assigned by RIDE.

### **12.2 Safety Procedures**

In accordance with the applicable statutes of the Rhode Island General Laws, the Contractor, in cooperation with each of the school districts served under the Contract, shall conduct emergency bus evacuation drills at all schools. The drills are to be conducted twice yearly, with one within the first 10 days of the start of the school year. The dates, times and locations of evacuations shall be provided to the RIDE System Manager prior to the beginning of the training schedule.

## **V. Additional Contractor Requirements**

### **1.0 Transition Plan**

In the transition to a new, statewide transportation system, it will be particularly important for the proposer to submit, as part of the response to this RFP, a detailed proposed outreach and rollout plan to ensure a smooth implementation during the initial start up and as the system is phased in for other student groups. This outreach will be particularly important in the case of special education transportation. The proposer should prepare a detailed, comprehensive response to the questions and requirements detailed in *Form 5 – Proposed Transition/ Implementation Plan* of this RFP.

### **1.1 Public School District Specific Knowledge**

In support of the transition plan required in 1.0, the proposer should detail experience with and knowledge of district transportation systems. For example, proposers who currently operate in-district transportation systems for a district should describe that district's policies and procedures for transportation, especially in regards to special education students. The proposer should, if appropriate, evidence experience in communicating with specific district personnel and/or parents. They should evidence a solid understanding of potential issues on a district-by-district basis along with how these issues may be addressed. Finally, familiarity with routes, out-of-district destinations and specific capacity in terms of staff equipment and facilities already in place should also be detailed in support of transitioning into the statewide out-of-district system. Rhode Island specific public school transportation experience would be advantageous.

### **2.0 Performance Bond**

Proposers should refer to *Form 7 – Bid Deposit and Performance Bond* in the Forms and Submittals section of this RFP.

### **2.1 Bid Deposit**

The proposal submitted in response to this RFP must be accompanied by a bid deposit in the form of a bid bond, a certified check, or a treasurer's or cashier's check issued by a responsible bank or trust company, payable to General Treasurer, State of Rhode Island. The bid bond shall be with a surety satisfactory to RIDE, and conditioned upon the faithful performance by the principal of the agreements contained in the RFP. The amount of such bid deposit shall be FIVE THOUSAND DOLLARS (\$5000.00).

## **2.2 Bond Requirement**

The Contractor, if required by RIDE, shall furnish a performance bond issued by a company licensed to do business in the State of Rhode Island for 100 percent of the annual contract amount, in a form that is satisfactory to RIDE, for the duration of the base three (3) year contract, within 10 working days of award of contract. The cost of the bond shall not be included in the bid cost for each year of the bid. RIDE, at its sole discretion, reserves the right to require, eliminate or reduce any required bond requirement from 100 percent if it deems it to be in the best public interest.

## **2.3 Compliance Terms**

Failure to submit a performance bond within ten (10) working days after the award of the contract shall be deemed a breach of contract on the part of Contractor by RIDE. In the event of such a breach, RIDE may declare the Contractor's Bid Deposit forfeit and proceed to award said contract for transportation to the next responsible bidder.

## **2.4 Irrevocable Letter of Credit**

An Irrevocable Letter of Credit (LOC) satisfactory to the state may be substituted for the required performance bond. The LOC shall be for the full amount of the contract and for the initial term of the contract.

## **3.0 Indemnification and Insurance**

### **3.1 Hold Harmless/ Indemnification of the State and Its Agents**

The successful Contractor shall hold harmless and indemnify RIDE, its officers, employees, and agents, including the System Manager from and against all liability, damage, loss, claims, demands, and actions of any nature whatsoever, including the cost of defending any action, which arise out of or are connected with, or are claimed to arise out of or be connected with any of the transportation services provided to the State under any said contract. The foregoing provision shall not be deemed to be released, waived, or modified by reason of any insurance provided by the Contractor there under.

### **3.2 Approval of Insurance**

The Contractor shall maintain in effect insurance coverage with companies licensed in the State of Rhode Island and approved by the State Insurance Commissioner. Self-insurance is not allowed or acceptable. All prospective Contractors responding to this RFP shall submit a Certificate of Insurance, as outlined, for the first year of the contract as part of this RFP. This Certificate shall be returned to unsuccessful proposers after the contract award.

Within 30 business days after notice of acceptance of proposal is given or mailed by the School District to the successful proposer, the Contractor shall deposit with RIDE, certificates from the insurer to the effect that the required insurance policies have been issued to the Contractor. The certificates must be satisfactory to RIDE.

### **3.3 Insurance Requirements**

The successful proposer must furnish certificates of insurance with a ninety (90) day cancellation clause to RIDE within thirty (30) business days after the notice of acceptance of its proposal is given. The contract will not be signed on behalf of the State of Rhode Island nor shall it be valid unless the certificate of insurance has been delivered to and approved by RIDE. The types and minimum amounts of insurance shall be:

Workers' Compensation

Auto Liability

\$ 5,000,000 CSL with \$ 5,000,000 excess coverage (Umbrella)

Uninsured Motorist

\$ 500,000 each person

\$ 1,000,000 each accident

Under Insured

\$ 500,000 each person

\$ 1,000,000 each accident

Commercial General Liability

\$ 5,000,000 each occurrence

\$ 5,000,000 aggregate

By September 1st of each year of the contract the Contractor will furnish a copy of its insurance for the payment of compensation and the furnishing of other benefits under Chapter 152 of the General Laws (Workmen's Compensation Law) or equal insurance to all persons to be employed under this contract and shall continue such insurance during the term of this contract. Failure to provide and continue such insurance as aforesaid shall be deemed a material breach of this contract and shall be cause for immediate termination.

The certificate of insurance submitted by the proposer shall contain the following language: "No cancellation of or change of or revision in the insurance by the Insurer or the Insured, the existence of which insurance is evidenced by this



certificate, shall be valid unless written notice thereof is delivered to the Rhode Island Department of Education at least fifteen (15) days prior to the intended date of cancellation, change or revision, by mail, postage prepaid, and evidenced by a return receipt, or the insurance is cancelled, the contract is null and void."

## **4.0 Assumption of Loss or Liability**

### **4.1 Responsibilities of Contractor**

The Contractor agrees that it shall pay for or cause to be paid for all labor performed or furnished and all materials used or employed in the performance of the work under this contract.

### **4.2 Property**

Any school property damaged by the selected Contractor in carrying out the provisions of the contract shall be restored to its original condition by the Contractor, at its expense, and the materials and workmanship used must be first-class in every respect. In the event of the failure of the Contractor to make such repairs promptly to the satisfaction of RIDE, it may, at its discretion, direct that such repairs be made, that the cost of such repairs be charged against the Contractor, and that any sum of money due the Contractor be applied to meet the cost of such repairs.

### **4.3 Agency Capacity**

The Contractor will be retained solely for the purpose and to the extent set forth in the Agreement. During the term of the contract, the selected Contractor's relationship to RIDE shall be that of an independent contractor. The Contractor shall have no capacity to involve the State of Rhode Island, school district, or school in any contract or to incur any liability on the part of the State. Assignment of any interest to this contract is expressly prohibited.

## **VI. Terms of the Contract**

### **1.0 Length of Contract**

The selected Contractor will enter into a Student Transportation Service Agreement with RIDE for the provision of the services specified in this RFP. The base contract period will begin July 1, 2009 and end June 30, 2012. RIDE, at its sole option, retains the option of granting a time extension of up to two (2) additional option years by mutual written consent. The scope of the work may be modified by RIDE prior to beginning work on a given task. If necessary, deficiencies in performance of services and/or failure to supply such services or other deliverables in a complete and timely manner will be documented in

writing by RIDE. Should a pattern of substantial dissatisfaction become apparent, RIDE reserves the right to terminate the contract at the end of any given school year. Such termination will take effect only after due process has occurred in an attempt to remediate such deficiencies. Termination notice will be provided in writing to the Contractor by RIDE not less than sixty (60) days prior to the effective date of such termination.

## **2.0 Cost Proposal/ Terms of Payment**

The agreement between RIDE and the selected Contractor will be a fee for service type of contract. RIDE or the systems manager will develop a set of proposed bus routes and schedules, which it will review with the Contractor. These schedules will be established at the start of each school year and may be changed or modified during the school year in response to service requirements, changes in students transported, or changes to the location or times of school and education programs.

The cost of providing the specified services will be determined by the product of the units of service to be used and the price for each unit (i.e., cost per bus per day) as specified within the prices set forth in the Student Transportation Service Agreement. Unit prices for the first year of the Agreement will be those specified in the Cost proposal. The subsequent years of the Agreement will be adjusted by the percentage increase factors submitted by the Contractor in *Form 2C – Cost Of Living Adjustment* section of this RFP.

### **2.1 Cost Proposal**

The contractor must prepare a cost proposal reflecting the daily rate or other fee structure proposed for this scope of services using the Cost Proposal Forms contained in *Form 2 Proposed Service Rates* in the *Forms and Submittals* section of this RFP.

### **2.2 Payment Terms**

The Contractor shall submit monthly invoices to the System Manager for RIDE in duplicate, on a form acceptable to RIDE, for final approval by RIDE Office of Finance on or before the 10<sup>th</sup> of each month. Payment will be made within forty-five (45) calendar days of receipt of a properly documented invoice. Payments will be adjusted by any incentives, liquidated damages, and discount for prompt payment as negotiated between the Contractor and RIDE.

## **3.0 Existing Transportation Contracts**

The award of this contract is not intended to supersede existing contracts established between individual school districts and contracted school bus

providers. As established by statute, however, as these existing contracts expire, the transportation services will be assumed by the awarded Contractor. The expiration of existing school transportation service agreements by school district can be seen in *Appendix D – Expiration Dates of Existing transportation Agreements*, with the phase-in of additional school districts to the statewide contract shown in *Appendix E – Implementation Schedule: School Groups*.

## **VII. Technical Proposal Required Elements**

The technical proposal should respond to each area of the required elements listed above, and contain a cost proposal using the forms in *Form 2*. Supplemental information may be appended to the technical proposal.

### **1.0 Proposal Evaluation Process**

A review team will be created by RIDE to evaluate completed proposals. This team will participate in the review of written proposals, interviews with prospective contractors, cost evaluations, reference checks, and other necessary activities to review and evaluate the submitted proposals. Reference checks and related background information will be at the discretion of RIDE, and proposers will be deemed to consent to such inquiries by submitting a proposal.

### **2.0 Evaluative Criteria**

The following is the process and scoring method to be used by the RIDE evaluation team. At its option, RIDE may choose to eliminate a proposal from further consideration if it is determined at any of the four steps listed below that the proposer is or will be incapable or very unlikely to satisfactorily meet the transportation requirements of this RFP.

#### **2.1 Written Proposal Evaluation – Weight 25%**

Written proposals will be examined by the review team. These will be initially screened for completeness and those proposals found to be grossly deficient or not responsive will be eliminated from consideration. The remaining proposals will be evaluated using the following criteria (not listed in any priority or weight value):

- Firm experience and references with similar contracts

- Management capability

- Company financial condition

- Proposed transition and implementation plan

Safety and training program

Fleet maintenance program

Employee hiring and discipline practices

Written proposals will be rated on a scale from 1 to 10 points with 10 being the highest. This score will be weighted at 25% of the overall score.

## **2.2 Site and Reference Evaluation – Weight 15%**

Members of the RIDE evaluation team may conduct site visits to the operations center or facilities where the proposer currently is providing student transportation services. Site evaluations will likely occur during the 2008-09 school year, and may include interviews with management and driving personnel, and a visual inspection of the facility, maintenance shop, and fleet assets. Site evaluation criteria include (not listed in any priority or weight value):

Personnel management and responsibilities

Appearance and condition of compound and related facilities

Condition of school bus and school vehicle fleet

Observed communication and dispatching processes

RIDE may also contact any references and/ or current or former clients of similar size and configuration as provided by the proposer.

Site and reference evaluation will be rated on a scale from 1 to 10 points with 10 being the highest. This score will be weighted at 15% of the overall score.

## **2.3 Management Evaluation – Weight 20%**

Members of the RIDE evaluation team may interview the person(s) whom the proposing Contractor intends to have as the general manager and/ or terminal manager, along with that person's immediate supervisor. The management evaluation criteria, in no particular order of weight or priority are as follows:

Qualifications and experience

Student transportation experience in Rhode Island

Management approach and concepts

Industry knowledge

Client and professional references

Responsiveness during interview

Communication and organization skill

The management evaluation will be rated on a scale from 1 to 10 points with 10 being the highest. This score will be weighted at 20% of the overall score.

## **2.4 Cost Proposal – Weight 40%**

If the Cost Proposal submitted by the most successful Contractor evaluated is acceptable, RIDE will enter into a written Transportation Agreement with this Contractor at the prices set forth in their cost proposal (*Form 2 - Proposed Service Rates*).

## **VIII. Cost Proposal**

The contract daily rates shall include the cost of fuel, garaging, oil, grease, repairs, wages and benefits of drivers, taxes, fees, licenses, permits, certificates, insurance costs, and such other costs as are needed in connection with the provision of services as described in this RFP and to keep the school bus fleet properly equipped and in good operating condition.

The rates submitted in the forms provided under *Form 2 – Proposed Service Rates* in the *Forms and Submittals* section of this RFP will be the basis for determining the cost of the services proposed by the Contractor. Because the actual numbers of routes and trips which will be employed at the start of the 2009 – 2010 school year could only be generally estimated prior to the release of this RFP, the daily rates proposed by the Contractor for each category of service will be the sole determinant in evaluating the cost of each proposal. Proposers responding to this RFP should refer to the illustration of illustrative routes in *Appendix A – Sample Simulated Special Education Bus Routes* and *Appendix B - Sample: Group 1 Simulated Special Education Bus Routes* that were developed in the initial transportation study conducted by RIDE. These should serve as a guide in estimating immediate and future resource requirements needed to satisfy the requirements described within this solicitation.

The pricing forms in *Form 2* are organized according to standard charges per day by vehicle type and minimum daily hours for both home-to-school bus routes (*Part A – Home to School Transportation*), and for transportation that is not part of the regular daily route schedule, such as midday bus runs, before/ after hours trips, work-study programs, outdoor education, field trips, sports trips, and others (*Part B – Extra Curricular, Midday and Athletic Transportation*). The proposer should provide his/ her proposed pricing in the sections provided. All

pricing will be based solely on fixed daily rates, excess hourly rates, along with cost of living adjustments (COLA) adjustments for the base three year contract period, as shown in *Form 2, Part C – Cost of Living Adjustment*. The proposer must provide daily and hourly rates for both *Part A* and *B*, and the proposed COLA adjustments in *Part C*. Proposers who fail to submit pricing for all three parts of *Form 2* will be considered unresponsive to the terms and conditions of this RFP.

Proposals (an original plus 5 copies) should be mailed or hand-delivered in a sealed envelope marked "RFP # 7144879: Statewide Transportation System for Students" to:

RI Department of Administration  
Division of Purchases, 2<sup>nd</sup> Floor  
One Capitol Hill  
Providence RI 02908-5855

*NOTE: Proposals received after the due date and time listed on the cover sheet of this solicitation may not be considered. Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases by the scheduled due date and time will be determined to be late and may not be considered. Proposals faxed or e-mailed to the Division of Purchases will not be considered. The official time clock is located in the reception area of the Division of Purchases.*

Proposals should include the following:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us).
2. A Cost Proposal reflecting the hourly rate, or other fee structure, proposed for this scope of services, including completion of the Cost Proposal Summary form, enclosed, and
3. A *separate* Technical Proposal describing the qualifications and background of the applicant and experience with similar programs, and any additional information, as requested, that is relevant to this solicitation.
4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us).
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDRom, Diskette, flash drive). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested. This CD or diskette should be included in the proposal marked "original".

## IX. Appendices

### Appendix A – Sample: Simulated Special Education Bus Routes

Listed below are the initial special education bus runs which were developed during the first phase of the study contracted by the State under RFP #7019747 "Design Out-of-District Statewide Transportation System" in the winter and spring of 2008. These are for illustrative purposes only and are not the actual routes proposed as part of this solicitation, but are a representative sample of the routes to be developed. Actual routes will be provided by the Contractor utilizing automated route planning software. It is intended to give the prospective Contractor a sense of how the routes would be designed under a complete, statewide network. Because current data was not available for non-public schools, the routes shown below reflect transportation only for out-of-district special education students. Sample runs for the first phase of the implementation of this system, to be implemented in 2009 – 2010 school year can be seen in *Appendix B* that follows.

<b>Bus #</b>	<b>Route (run) #</b>	<b>School</b>	<b>Start Time</b>	<b>End Time</b>	<b>Route Length</b>	<b>Mileage</b>	<b>Total Riders</b>	<b>Wheelchair Riders</b>
1	28217a1	Bishop McVinney Regional Elementary	7:34 AM	8:10 AM	0:35	11.38	8	0
1	28319a1	Tavares Education/Pediatric Center	8:52 AM	9:00 AM	0:07	2.43	1	0
1	24109a1	Centredale School	9:27 AM	9:30 AM	0:02	0.60	1	0
2	81204a1	NRIC - St. Lawrence School	6:28 AM	7:45 AM	1:17	33.11	5	0
2	28202a1	Blessed Sacrament School	8:00 AM	8:30 AM	0:29	9.90	5	0
3	35140a1	Warwick Area Career & Tech Ctr	7:20 AM	7:45 AM	0:24	15.84	1	0
3	28353a1	School One	7:56 AM	9:00 AM	1:03	26.63	6	0
4	07327a2	Valley Community School - Cranston	6:52 AM	8:00 AM	1:07	26.71	22	0
4	09102a1	James H. Eldredge E.S.	8:25 AM	8:35 AM	0:09	3.67	1	0
5	81204a3	NRIC - St. Lawrence School	6:45 AM	7:45 AM	0:59	21.35	14	0
5	28204a1	Holy Ghost School	7:52 AM	8:00 AM	0:07	2.10	2	0
6	26333a3	Valley Community School - Pawtucket	6:41 AM	8:00 AM	1:18	27.38	24	0
6	07702a1	DCYF Alternative Education Program	8:09 AM	8:30 AM	0:20	13.87	3	0
7	28304a1	Lincoln School	7:33 AM	7:45 AM	0:11	5.92	1	0
7	28601a1	CVS Highlander Charter Elem School	8:03 AM	8:30 AM	0:26	10.02	4	0
8	07132a1	Cranston Area Career Technical Ctr	6:50 AM	7:35 AM	0:44	19.64	6	0
8	28358a1	Vocational Resources School	7:47 AM	8:30 AM	0:42	13.97	11	0
9	28315a1	Community Preparatory School	7:45 AM	7:55 AM	0:09	3.45	2	0
9	28602a1	Paul Cuffee Charter School	7:58 AM	8:30 AM	0:31	10.36	5	0
10	24110a3	Greystone School	7:16 AM	8:15 AM	0:58	20.69	11	0
11	24110a2	Greystone School	7:15 AM	8:15 AM	0:59	23.51	9	0
12	28358a2	Vocational Resources School	7:46 AM	8:30 AM	0:43	16.31	9	0
13	81202a7	NRIC - St. James School	6:25 AM	7:30 AM	1:04	24.91	13	0

<u>Bus #</u>	<u>Route (run) #</u>	<u>School</u>	<u>Start Time</u>	<u>End Time</u>	<u>Route Length</u>	<u>Mileage</u>	<u>Total Riders</u>	<u>Wheelchair Riders</u>
13	28354a9	The Providence Center School	7:39 AM	8:30 AM	0:50	19.98	9	0
14	28702a7	Rhode Island School for the Deaf	7:27 AM	8:05 AM	0:37	18.12	5	0
15	10312a2	The Wolf School	7:01 AM	8:00 AM	0:58	19.36	8	0
15	10302a3	Bradley School	8:08 AM	8:30 AM	0:21	7.07	7	0
16	10312a1	The Wolf School	6:39 AM	8:00 AM	1:20	43.88	5	0
17	28381a1	Mount Pleasant Academy	6:58 AM	8:00 AM	1:01	25.08	8	0
18	28381a3	Mount Pleasant Academy	6:47 AM	8:00 AM	1:12	31.83	13	0
19	07301a1	Cornerstone School	7:23 AM	8:30 AM	1:06	45.98	2	0
20	28345a1	Center for Individualized Training	7:21 AM	8:15 AM	0:54	20.52	11	0
21	28354a4	The Providence Center School	7:16 AM	8:30 AM	1:13	32.51	10	0
22	28381a2	Mount Pleasant Academy	6:52 AM	8:00 AM	1:07	22.26	10	0
23	10311a5	Bradley Hospital/Dev. Dis. Program	7:24 AM	8:00 AM	0:35	13.56	7	0
24	07327a1	St. Paul School	6:52 AM	8:05 AM	1:13	27.70	15	0
25	27106a1	Portsmouth High School	6:49 AM	7:25 AM	0:36	11.75	3	0
25	35303a2	Pathways Strategic Teaching Ctr	7:42 AM	9:00 AM	1:18	38.10	4	0
26	28354a7	The Providence Center School	7:27 AM	8:30 AM	1:02	19.96	8	0
27	81202a2	NRIC - St. James School	6:45 AM	7:45 AM	0:59	24.69	9	0
27	39321a2	Viola M Berard School	8:13 AM	9:00 AM	0:46	18.79	11	0
28	28354a11	The Providence Center School	7:11 AM	8:30 AM	1:19	39.18	12	0
29	28702a4	Rhode Island School for the Deaf	7:06 AM	8:05 AM	0:58	26.51	7	0
30	98101a1	Chariho Regional High School	6:48 AM	7:30 AM	0:41	23.85	1	0
30	32301a4	Bradley School - South County	7:52 AM	9:00 AM	1:07	37.16	8	0
31	28354a10	The Providence Center School	7:28 AM	8:30 AM	1:02	33.31	6	0
32	17336a2	Spurwink School II	7:29 AM	8:30 AM	1:00	22.24	9	0
33	81202a9	NRIC - St. James School	6:56 AM	7:30 AM	0:33	15.35	7	0
33	24108a1	Dr. Joseph A Whelan E.S.	7:54 AM	9:00 AM	1:05	31.04	6	0
34	81204a2	NRIC - St. Lawrence School	6:12 AM	7:30 AM	1:17	33.35	8	0
34	35335a9	Sargent Rehabilitation Ctr	7:50 AM	8:30 AM	0:39	21.81	5	0
35	24110a1	Greystone School	7:05 AM	8:15 AM	1:09	34.72	5	0
36	19111a3	Middletown High School	6:26 AM	7:30 AM	1:03	40.85	2	0
36	27302a2	Bradley School - Portsmouth	8:03 AM	9:00 AM	0:56	17.22	10	0
37	35141a3	West Bay Collaborative	6:53 AM	8:00 AM	1:06	26.22	8	0
38	17701a1	Davies Jr Career-Technical High School	7:19 AM	7:45 AM	0:25	15.76	1	0
39	32115a1	Independence Transition Academy	6:33 AM	7:37 AM	1:03	32.05	2	0
39	23331a1	South County Montessori School	8:36 AM	8:45 AM	0:09	4.54	1	0
40	26333a2	Valley Community School - Pawtucket	7:09 AM	8:00 AM	0:50	14.44	24	0
41	27106a2	Portsmouth High School	6:31 AM	7:25 AM	0:53	19.18	6	0
41	27302a4	Bradley School - Portsmouth	8:01 AM	9:00 AM	0:58	19.88	7	0
42	10312a3	The Wolf School	6:46 AM	8:00 AM	1:13	33.16	5	0
43	21117a4	Newport Area Career & Tech Ctr	6:26 AM	7:30 AM	1:03	35.30	2	0
43	19201a2	All Saints Academy	8:06 AM	8:40 AM	0:33	10.87	3	0
44	21117a1	Newport Area Career & Tech Ctr	6:15 AM	7:30 AM	1:14	27.77	5	0



<u>Bus #</u>	<u>Route (run) #</u>	<u>School</u>	<u>Start Time</u>	<u>End Time</u>	<u>Route Length</u>	<u>Mileage</u>	<u>Total Riders</u>	<u>Wheelchair Riders</u>
44	27901a1	St. Anthony-Bradley School	8:12 AM	9:00 AM	0:48	14.86	11	0
45	28354a1	The Groden Center, Inc	7:05 AM	8:30 AM	1:24	50.67	2	0
46	10312a4	The Wolf School	6:47 AM	8:00 AM	1:12	36.12	4	0
47	10311a4	Bradley Hospital/Dev. Dis. Program	7:20 AM	8:00 AM	0:39	13.23	10	0
47	35303a4	Pathways Strategic Teaching Ctr	8:07 AM	9:00 AM	0:52	23.13	6	0
48	06123a1	Career & Tech Center at Coventry HS	7:04 AM	7:25 AM	0:20	11.01	1	0
48	32908a1	Adeline LaPlante Center	7:58 AM	8:45 AM	0:46	26.09	2	0
49	23902a2	Perspectives Corporation	7:10 AM	8:00 AM	0:49	21.39	3	0
50	35141a4	West Bay Collaborative	7:11 AM	8:00 AM	0:48	18.89	7	0
51	13301a2	Harmony Hill School	7:37 AM	8:30 AM	0:52	24.26	4	0
52	35141a1	West Bay Collaborative	7:11 AM	8:00 AM	0:48	26.07	4	0
54	35141a2	West Bay Collaborative	6:50 AM	8:00 AM	1:10	39.20	3	0
55	28354a8	The Providence Center School	7:14 AM	8:30 AM	1:15	41.24	10	0
56	35335a8	Sargent Rehabilitation Ctr	7:23 AM	8:30 AM	1:06	28.65	9	0
57	81202a5	NRIC - St. James School	6:50 AM	7:45 AM	0:54	22.96	12	0
57	26336a1	The Tides School - Pawtucket	7:53 AM	8:30 AM	0:36	18.08	5	0
58	24305a1	St. Mary's Home for Children	6:54 AM	8:00 AM	1:05	38.76	2	0
59	17336a1	Spurwink School II	7:21 AM	8:30 AM	1:08	33.54	5	0
60	28354a2	The Providence Center School	7:11 AM	8:30 AM	1:18	31.71	6	0
61	19111a1	Middletown High School	6:14 AM	7:30 AM	1:15	27.67	3	0
61	32301a5	Bradley School - South County	8:12 AM	9:00 AM	0:47	19.75	11	0
62	17110a1	Lincoln Senior High School	6:48 AM	7:30 AM	0:41	20.37	3	0
62	17336a3	Spurwink School II	7:41 AM	8:30 AM	0:48	18.79	8	0
63	21117a3	Newport Area Career & Tech Ctr	6:46 AM	7:30 AM	0:43	16.13	5	0
63	27302a1	Bradley School - Portsmouth	7:54 AM	9:00 AM	1:05	23.98	7	0
65	26107a1	Goff Junior High School	7:21 AM	7:50 AM	0:28	12.56	3	0
65	10302a9	Bradley School	7:57 AM	8:30 AM	0:32	15.38	5	0
66	35335a6	Sargent Rehabilitation Ctr	7:17 AM	8:30 AM	1:12	44.10	4	0
67	10311a1	Bradley Hospital/Dev. Dis. Program	7:21 AM	8:00 AM	0:38	21.22	3	0
68	10311a2	Bradley Hospital/Dev. Dis. Program	7:01 AM	8:00 AM	0:59	25.47	8	0
69	10311a3	Bradley Hospital/Dev. Dis. Program	7:16 AM	8:00 AM	0:43	20.09	5	0
70	96114a2	East Bay Educational Collaborative	6:55 AM	8:00 AM	1:04	22.17	10	0
70	27901a2	St. Anthony-Bradley School	8:13 AM	9:00 AM	0:46	14.96	7	0
71	96114a3	East Bay Educational Collaborative	7:15 AM	8:00 AM	0:44	17.18	8	0
71	27302a3	Bradley School - Portsmouth	8:13 AM	9:00 AM	0:46	15.32	3	0
72	35358a2	Eleanor Briggs School	7:16 AM	8:00 AM	0:43	19.05	3	0
73	21117a2	Newport Area Career & Tech Ctr	6:37 AM	7:30 AM	0:52	16.64	7	0
73	27901a3	St. Anthony-Bradley School	8:04 AM	9:00 AM	0:55	14.35	17	0
74	13301a1	Harmony Hill School	8:06 AM	8:30 AM	0:24	9.68	1	0
75	28354a3	The Providence Center School	7:17 AM	8:30 AM	1:12	29.37	8	0
77	28354a6	The Providence Center School	7:33 AM	8:30 AM	0:56	20.19	8	0
78	35303a1	Pathways Strategic Teaching Ctr	7:40 AM	9:00 AM	1:19	44.06	5	0

<u>Bus #</u>	<u>Route (run) #</u>	<u>School</u>	<u>Start Time</u>	<u>End Time</u>	<u>Route Length</u>	<u>Mileage</u>	<u>Total Riders</u>	<u>Wheelchair Riders</u>
79	35335a4	Sargent Rehabilitation Ctr	7:18 AM	8:30 AM	1:11	36.56	4	0
80	26333a1	Valley Community School - Pawtucket	6:48 AM	8:00 AM	1:11	24.15	22	0
81	28702a5	Rhode Island School for the Deaf	7:18 AM	8:05 AM	0:46	21.48	6	0
82	32318a1	South Shore School	7:18 AM	8:15 AM	0:57	30.75	7	0
83	28354a12	The Providence Center School	7:08 AM	8:30 AM	1:21	37.87	10	0
84	28702a6	Rhode Island School for the Deaf	7:08 AM	8:05 AM	0:56	26.06	7	0
85	28702a8	Rhode Island School for the Deaf	7:23 AM	8:05 AM	0:41	24.47	5	0
87	01108a1	Barrington Middle School	7:01 AM	7:50 AM	0:48	17.54	1	0
88	28345a2	Center for Individualized Training	6:45 AM	8:15 AM	1:29	53.66	8	0
90	81204a4	NRIC - St. Lawrence School	6:14 AM	7:30 AM	1:15	31.53	5	0
90	39321a1	Viola M Berard School	7:47 AM	9:00 AM	1:12	32.93	8	0
91	35335a3	Sargent Rehabilitation Ctr	7:28 AM	8:30 AM	1:01	26.42	5	0
92	10302a10	Bradley School	7:19 AM	8:30 AM	1:10	32.84	8	0
93	27111a1	Melville Elementary School	7:12 AM	8:00 AM	0:47	14.94	7	0
96	19333a2	Valley Community School - Middletwn	7:03 AM	8:00 AM	0:56	17.26	7	0
97	96114a1	East Bay Educational Collaborative	7:00 AM	8:00 AM	0:59	19.06	6	0
98	10302a6	Bradley School	7:43 AM	8:30 AM	0:46	14.37	9	0
99	10302a2	Bradley School	7:07 AM	8:30 AM	1:22	39.78	9	0
100	08901a1	NRIC - St. Patrick's	7:18 AM	7:30 AM	0:11	5.91	1	0
100	07301a7	Cornerstone School	7:45 AM	8:30 AM	0:44	10.27	10	4
101	07301a5	Cornerstone School	7:29 AM	8:30 AM	1:00	27.64	4	3
102	81202a4	NRIC - St. James School	6:10 AM	7:20 AM	1:10	26.29	6	2
102	10305a14	Meeting Street School	7:41 AM	8:15 AM	0:33	10.17	6	2
103	10112a1	East Providence High School	7:09 AM	7:30 AM	0:20	8.67	2	0
103	07301a6	Cornerstone School	7:43 AM	8:30 AM	0:47	12.16	7	5
104	07301a3	Orchard Farms Elementary School	7:13 AM	8:30 AM	1:16	27.20	6	2
105	07301a2	Cornerstone School	7:19 AM	8:30 AM	1:10	25.28	6	3
106	07132a2	Cranston Area Career Technical Ctr	7:04 AM	7:35 AM	0:30	10.41	9	0
106	10305a15	Meeting Street School	7:42 AM	8:15 AM	0:32	10.14	4	3
107	10305a7	Meeting Street School	7:26 AM	8:15 AM	0:48	15.44	9	2
108	10305a9	Meeting Street School	7:14 AM	8:15 AM	1:00	16.66	9	5
109	10305a13	Meeting Street School	7:27 AM	8:15 AM	0:48	17.33	6	3
110	10305a10	Meeting Street School	7:29 AM	8:15 AM	0:46	12.34	7	3
111	10305a12	Meeting Street School	7:35 AM	8:15 AM	0:39	9.70	8	4
112	38305a1	The Tides School - West Warwick	6:56 AM	7:30 AM	0:34	14.67	3	0
112	07301a4	Cornerstone School	7:41 AM	8:30 AM	0:48	13.98	5	5
113	81202a8	NRIC - St. James School	6:46 AM	7:45 AM	0:58	18.31	7	3
114	10305a3	Meeting Street School	7:06 AM	8:15 AM	1:08	29.99	5	5
115	10305a2	Meeting Street School	7:10 AM	8:15 AM	1:04	37.10	2	1
116	81202a1	NRIC - St. James School	6:55 AM	7:45 AM	0:49	25.16	5	1
116	35303a3	Pathways Strategic Teaching Ctr	7:53 AM	9:00 AM	1:06	28.45	6	0
117	10305a1	Meeting Street School	7:09 AM	8:15 AM	1:05	42.62	2	1

<u>Bus #</u>	<u>Route (run) #</u>	<u>School</u>	<u>Start Time</u>	<u>End Time</u>	<u>Route Length</u>	<u>Mileage</u>	<u>Total Riders</u>	<u>Wheelchair Riders</u>
118	10305a4	Meeting Street School	7:21 AM	8:15 AM	0:53	23.62	3	3
119	10305a11	Meeting Street School	7:09 AM	8:15 AM	1:05	23.05	9	4
120	10305a8	Meeting Street School	7:13 AM	8:15 AM	1:01	21.84	5	4
121	28354a5	The Providence Center School	7:18 AM	8:30 AM	1:11	42.69	7	0
122	19333a1	Valley Community School - Middletown	7:08 AM	8:00 AM	0:51	33.01	2	0
122	27115a1	Elmhurst School	8:10 AM	8:50 AM	0:39	10.94	8	0
123	10312a5	The Wolf School	7:10 AM	8:00 AM	0:49	19.12	5	0
124	10305a5	Meeting Street School	7:01 AM	8:15 AM	1:13	29.62	2	2
125	17110a2	Lincoln Senior High School	7:09 AM	7:45 AM	0:35	16.28	2	2
126	32301a1	Bradley School - South County	8:00 AM	9:00 AM	0:59	31.94	4	0
127	81202a3	NRIC - St. James School	6:09 AM	7:20 AM	1:10	28.51	4	2
127	35335a7	Sargent Rehabilitation Ctr	7:27 AM	8:30 AM	1:02	34.13	4	1
128	23902a1	Perspectives Corporation	7:04 AM	8:00 AM	0:55	25.38	3	0
129	32318a2	South Shore School	6:52 AM	8:15 AM	1:22	42.68	5	0
130	32318a3	South Shore School	7:15 AM	8:15 AM	0:59	21.76	2	0
131	28702a2	Rhode Island School for the Deaf	7:06 AM	8:05 AM	0:58	27.89	6	0
132	35358a1	Eleanor Briggs School	6:53 AM	8:00 AM	1:06	32.38	6	0
133	81202a6	NRIC - St. James School	6:43 AM	7:45 AM	1:02	20.70	6	2
133	10302a7	Bradley School	7:50 AM	8:30 AM	0:39	19.28	4	0
134	19111a2	Middletown High School	6:38 AM	7:30 AM	0:51	16.29	6	0
134	27112a1	Portsmouth Middle School	7:45 AM	8:00 AM	0:14	3.39	3	0
135	35335a5	Sargent Rehabilitation Ctr	7:30 AM	8:30 AM	0:59	19.10	5	1
136	13104a2	West Glocester Elementary	7:46 AM	8:50 AM	1:04	21.77	5	0
137	19201a1	All Saints Academy	7:34 AM	8:40 AM	1:05	19.58	5	2
139	27111a2	Melville Elementary School	7:19 AM	8:00 AM	0:40	14.63	4	2
140	13104a1	West Glocester Elementary	7:39 AM	8:50 AM	1:10	32.28	1	1
141	35335a1	Sargent Rehabilitation Ctr	7:23 AM	8:30 AM	1:06	34.53	4	1
142	10305a6	Meeting Street School	7:13 AM	8:15 AM	1:02	23.88	5	2
143	28702a9	Rhode Island School for the Deaf	6:53 AM	8:05 AM	1:11	30.12	5	1
144	35335a2	Sargent Rehabilitation Ctr	7:14 AM	8:30 AM	1:16	35.04	6	1
145	21117a5	Newport Area Career & Tech Ctr	6:31 AM	7:15 AM	0:43	14.32	4	0
145	27202a1	St. Philomena School	7:34 AM	8:50 AM	1:15	23.34	15	0
147	28702a1	Rhode Island School for the Deaf	6:29 AM	8:05 AM	1:35	39.73	3	0
148	21117a6	Newport Area Career & Tech Ctr	6:23 AM	7:15 AM	0:51	15.36	5	0
148	32301a3	Bradley School - South County	7:55 AM	9:00 AM	1:04	29.11	11	0
149	28354a13	The Providence Center School	7:09 AM	8:30 AM	1:20	45.96	5	0
150	10302a8	Bradley School	7:27 AM	8:30 AM	1:02	38.54	7	0
151	21117a7	Newport Area Career & Tech Ctr	5:59 AM	7:15 AM	1:15	27.66	3	0
151	32301a2	Bradley School - South County	8:09 AM	9:00 AM	0:50	19.34	9	0
152	10302a1	Bradley School	7:12 AM	8:30 AM	1:17	29.76	3	0
153	28702a3	Rhode Island School for the Deaf	6:50 AM	8:05 AM	1:14	48.18	6	0
154	10302a5	Bradley School	7:17 AM	8:30 AM	1:12	28.26	7	0
155	10302a4	Bradley School	7:10 AM	8:30 AM	1:19	44.70	10	0

## Appendix B – Sample: Group 1 Simulated Special Education Bus Routes

Listed below are the initial special education bus runs for the school districts listed in Group 1 (*Appendix B*). These are the school districts which will be transported under the statewide contract in the 2009 - 2010 school year. These route logistical data are for illustrative purposes only and are not the final routes which will be used in the first year of the contract. It is intended to give the prospective Contractor a sense of how the routes might be constructed in the Northern Rhode Island section for the school districts in Group 1. Because current data was not available for non-public schools, the routes shown below reflect transportation only for out-of-district special education students. The actual routes employed will incorporate both out-of-district non-public and special education students in Group 1.

### Route Summary Information

Bus Number	Route Mileage	Route Number	Route Time	Students	WC Students	School(s) on Run
1	1.2	24105a1	0:03:48	1		North Providence High School
1	0.6	24109a1	0:02:06	1		Centredale School
1	3.1	24110a1	0:07:42	1		Greystone School
2	28.84	39321a1	0:59:48	6		Viola M Berard School
2	26.91	81204a1	1:08:00	9		NRIC - St. Lawrence School
3	9.08	39321a2	0:28:54	11		Viola M Berard School
3	21.92	81203a1	0:57:48	13		NRIC - St. James School
4	43.86	28356a1	1:43:48	14		The Providence Center School
5	37.85	24305a1	1:27:54	11		Mount Pleasant Academy
6	29.85	10302a1	1:17:12	8		The Wolf School
7	19.57	35303a1	0:30:24	1		Pathways Strategic Teaching Ctr
7	21.86	26211a1	0:49:54	4		NRIC - St. Patrick's
8	27.46	35141a1	0:52:54	3		Valley Community School - Cranston
9	22.97	26336a1	0:49:18	4		Spurwink School II
10	35.63	35335a1	1:00:24	4		Sargent Rehabilitation Ctr
100	23.97	10305a1	0:55:30	7	2	Center for Individualized Training
101	22.8	28353a1	0:42:12	4		Dr. Joseph A Whelan E.S.
101	17.54	81203a2	0:47:00	6	3	NRIC - St. James School
102	18.01	81203a3	0:45:00	5	4	NRIC - St. James School
<b>AVERAGE</b>	21.74		0:48:56			
<b>MEDIAN</b>	22.80		0:49:54			
<b>MAX</b>	43.86		1:43:48			

## Appendix C – Special Education & Non-Public School Information

Special Ed Students	Bldg#	Bldg Name	District	Start	Dismiss
1	01108	Barrington Middle School	Barrington	7:50 AM	2:05 PM
	01103	Primrose Hill School	Barrington	8:15 AM	2:40 PM
	01301	St Andrew's School	Barrington	8:00 AM	2:50 PM
23	96114	East Bay Educational Collaborative	Bristol Warren	8:00 AM	12:30 PM
	96113	Hugh Cole School	Bristol Warren	8:40 AM	11:15 AM
1	96203	Our Lady of Fatima High School	Bristol Warren	7:50 AM	2:15 PM
	03109	Burrillville High School	Burrillville	7:30 AM	1:52 PM
	04104	Capt. G. Harold Hunt School	Central Falls <sup>5</sup>	8:50 AM	2:20 PM
	98106	Ashaway Elementary School	Chariho	8:35 AM	3:15 PM
	98102	Chariho Area Career & Tech Ctr	Chariho	7:30 AM	2:05 PM
1	98101	Chariho Regional High School	Chariho	7:30 AM	2:05 PM
	98901	Corkery House	Chariho		
	98108	The R.Y.S.E. School	Chariho	8:15 AM	2:55 PM
1	06123	Career & Tech Center at Coventry HS	Coventry	7:25 AM	1:55 PM
	06119	Coventry High School	Coventry	7:25 AM	1:55 PM
	06121	Washington Oak School	Coventry	8:55 AM	3:30 PM
39	07301	Cornerstone School	Cranston	8:30 AM	2:00 PM
16	07132	Cranston Area Career Technical Ctr	Cranston	7:35 AM	2:00 PM
	07126	Cranston High School West	Cranston	7:35 AM	2:00 PM
3	07702	DCYF Alternative Education Program	Cranston	8:30 AM	2:30 PM
	07122	Garden City School	Cranston	9:00 AM	3:00 PM
	07128	Glen Hills School	Cranston	9:00 AM	3:00 PM
	07304	NFI/ACE Program	Cranston	No Busing	
	07103	Oak Lawn School	Cranston	9:00 AM	3:00 PM
1	07136	Orchard Farms Elementary School	Cranston	8:30 AM	2:30 PM
1	07205	St. Paul School	Cranston	8:15 AM	2:30 PM
	07127	Stone Hill School	Cranston	9:00 AM	3:00 PM
36	07327	Valley Community School – Cranston	Cranston	8:00 AM	2:00 PM
	08114	Cumberland High School	Cumberland	7:30 AM	1:35 PM
49	81202	NRIC - St. James School	Cumberland	7:45 AM	2:15 PM
15	81203	NRIC - St. Joan's	Cumberland	7:45 AM	1:45 PM
31	81204	NRIC - St. Lawrence School	Cumberland	7:45 AM	2:15 PM
1	08901	NRIC - St. Patrick's	Cumberland	7:30 AM	2:00 PM
1	09102	James H. Eldredge E.S.	East Greenwich	8:35 AM	2:35 PM

<sup>5</sup> Additional half-day session times for Morning KG 8:05 AM – 1:30 PM, Afternoon KG 11:35-2:20, Pre-K 8:05-10:55.

<b>Special Ed Students</b>	<b>Bldg#</b>	<b>Bldg Name</b>	<b>District</b>	<b>Start</b>	<b>Dismiss</b>
	09107	Meadowbrook Farms School	East Greenwich	9:20 AM	3:20 PM
33	10311	Bradley Hospital/Dev. Dis. Program	East Providence	8:00 AM	2:00 PM
69	10302	Bradley School	East Providence	8:30 AM	2:30 PM
	10130	East Providence Area Career & Tech	East Providence	7:30 AM	1:30 PM
2	10112	East Providence High School	East Providence	7:30 AM	1:30 PM
	10121	Meadowcrest Early Childhood Ctr	East Providence	8:30 AM	2:30 PM
82	10305	Meeting Street School	East Providence	8:15 AM	2:45 PM
6	10312	The Wolf School	East Providence	8:00 AM	3:01 PM
	97320	Camp E-Hun-Tee	Exeter-West Greenwich	No Busing	
5	13301	Harmony Hill School	Glocester	8:30 AM	3:30 PM
6	13104	West Glocester Elementary	Glocester	8:50 AM	3:12 PM
	15102	Jamestown School - Melrose	Jamestown	8:14 AM	2:37 PM
1	17701	Davies Jr Career-Technical High Sch	Lincoln	7:45 AM	2:10 PM
	17102	Fairlawn Elementary School	Lincoln	9:10 AM	3:10 PM
5	17110	Lincoln Senior High School	Lincoln	7:45 AM	1:45 PM
22	17336	Spurwink School II	Lincoln	8:30 AM	2:30 PM
2	19201	All Saints Academy	Middletown	8:40 AM	3:00 PM
	19106	Aquidneck School	Middletown	8:30 AM	2:40 PM
	19322	Bright Ideas, Inc.	Middletown	No Busing	
3	19107	Forest Avenue School	Middletown	8:30 AM	2:40 PM
3	19112	John F. Kennedy Elementary School	Middletown	8:30 AM	2:40 PM
5	19114	Joseph H. Gaudet Middle School	Middletown	7:45 AM	2:10 PM
	19904	Looking Upwards	Middletown	No Busing	
11	19111	Middletown High School	Middletown	7:30 AM	1:40 PM
	19306	Newport Montessori	Middletown	No Busing	
6	19333	Valley Community School – Middletown	Middletown	8:00 AM	1:30 PM
	20102	Narragansett Elementary School	Narragansett	9:05 AM	3:20 PM
	20104	Narragansett High School	Narragansett	7:30 AM	1:52 PM
	20332	Ocean Tides, Inc	Narragansett	No Busing	
	21110	Dr M H Sullivan School	Newport	8:00 AM	2:15 PM
31	21117	Newport Area Career & Tech Ctr	Newport	7:30 AM	1:45 PM
	21111	Rogers High School	Newport	7:30 AM	1:45 PM
	23108	North Kingstown Sr High School	North Kingstown	7:25 AM	1:55 PM
6	23902	Perspectives Corporation	North Kingstown	No Busing	
1	23331	South County Montessori School	North Kingstown	8:45 AM	2:45 PM
	24112	Birchwood Middle School	North Providence	8:30 AM	2:20 PM
1	24109	Centredale School	North Providence	9:30 AM	3:00 PM
6	24108	Dr. Joseph A Whelan E.S.	North Providence	9:00 AM	3:00 PM

<b>Special Ed Students</b>	<b>Bldg#</b>	<b>Bldg Name</b>	<b>District</b>	<b>Start</b>	<b>Dismiss</b>
5	24110	Greystone School	North Providence	8:15 AM	2:45 PM
1	24105	North Providence High School	North Providence	7:35 AM	1:55 AM
17	24305	St Mary's Home for Children	North Providence	8:00 AM	2:00 PM
	70905	Clarke School for the Deaf	OUT OF STATE	8:00 AM	3:00 PM
	70901	Perkins School for the Blind	OUT OF STATE	8:00 AM	3:00 PM
	70902	Southcoast Educational Collaborative	OUT OF STATE	8:00 AM	3:00 PM
	26113	Fallon Memorial School	Pawtucket	8:30 AM	2:40 PM
	26125	Francis J. Varieur School	Pawtucket	8:30 AM	2:40 PM
3	26107	Goff Junior High School	Pawtucket	7:50 AM	2:20 PM
1	26601	International Charter School	Pawtucket	8:30 AM	2:45 PM
9	26211	NRIC - St. Teresa School	Pawtucket	7:45 AM	2:15 PM
	26110	Potter-Burns School	Pawtucket	8:30 AM	2:40 PM
5	26336	The Tides School	Pawtucket	8:30 AM	2:30 PM
70	26333	Valley Community School – Pawtucket	Pawtucket	8:00 AM	2:00 PM
	26998	VARIOUS - OUT OF STATE	Pawtucket	10:00 AM	11:00 AM
	26105	William E Tolman Sr High School	Pawtucket	7:40 AM	2:10 PM
24	27302	Bradley School - Portsmouth	Portsmouth	9:00 AM	2:00 PM
	27115	Elmhurst School	Portsmouth	8:50 AM	11:35 AM
	27115	Elmhurst School	Portsmouth	12:35 PM	3:20 PM
8	27115	Elmhurst School	Portsmouth	8:50 AM	3:20 PM
	27104	Howard Hathaway School	Portsmouth	8:50 AM	11:35 AM
	27104	Howard Hathaway School	Portsmouth	12:35 PM	3:20 PM
5	27104	Howard Hathaway School	Portsmouth	8:50 AM	3:20 PM
	27111	Melville Elementary School	Portsmouth	11:45 AM	2:30 PM
	27111	Melville Elementary School	Portsmouth	8:00 AM	2:30 PM
	27111	Melville Elementary School	Portsmouth	8:00 AM	10:45 AM
	27111	Melville Elementary School	Portsmouth	11:45 AM	2:30 PM
11	27111	Melville Elementary School	Portsmouth	8:00 AM	10:45 AM
9	27106	Portsmouth High School	Portsmouth	7:25 AM	1:55 PM
3	27112	Portsmouth Middle School	Portsmouth	8:00 AM	2:30 PM
35	27901	St Anthony-Bradley School	Portsmouth	9:00 AM	2:00 PM
15	27202	St. Philomena School	Portsmouth	8:50 AM	2:50 PM
	28103	Alfred Lima, Sr Elementary Annex	Providence	8:00 AM	2:05 PM
	28181	Anthony Carnevale Elementary School	Providence	9:05 AM	3:05 PM
2	28217	Bishop McVinney Regional Elementary	Providence	8:10 AM	2:15 PM
3	28202	Blessed Sacrament School	Providence	8:30 AM	2:30 PM
	28901	Butler Hospital	Providence	No Busing	
18	28345	Center for Individualized Training	Providence	8:15 AM	2:00 PM
	28104	Charles Fortes Annex School	Providence	8:05 AM	2:05 PM
	28162	Charlotte Woods Elementary School	Providence	9:05 AM	3:05 PM
2	28315	Community Preparatory	Providence	7:55 AM	3:00 PM

Special Ed Students	Bldg#	Bldg Name	District	Start	Dismiss
		School			
1	28601	CVS Highlander Charter Elem School	Providence	8:30 AM	2:45 PM
	28163	Dr Martin Luther King Jr Elementary	Providence	9:05 AM	3:05 PM
	28375	Elmwood Community School	Providence	9:00 AM	2:30 PM
1	28908	Hasbro Children's Hospital	Providence	NA	
6	28365	Henry Barnard School	Providence	8:00 AM	2:15 PM
2	28204	Holy Ghost School	Providence	8:00 AM	2:30 PM
1	28304	Lincoln School	Providence	7:45 AM	3:00 PM
25	28381	Mount Pleasant Academy	Providence	8:00 AM	2:00 PM
	28374	NAFI - Alternatives Program	Providence	8:00 AM	3:00 PM
2	28376	Ocean Tides - Providence Campus	Providence	9:00 AM	3:00 PM
1	28602	Paul Cuffee Charter School	Providence	8:30 AM	3:00 PM
	28165	Pleasant View School	Providence	8:35 AM	2:35 PM
	28308	Providence Hebrew Day School	Providence	8:15 AM	4:00 PM
48	28702	Rhode Island School for the Deaf	Providence	8:05 AM	3:00 PM
	28156	Robert L Bailey IV Elem School	Providence	9:05 AM	3:05 PM
6	28373	San Miguel School	Providence	8:00 AM	3:15 PM
4	28353	School One	Providence	9:00 AM	2:50 PM
7	28382	Sophia Academy	Providence	8:30 AM	3:00 PM
2	28209	St. Ann School	Providence	8:00 AM	2:15 PM
4	28230	St. Patrick School	Providence	8:25 AM	2:45 PM
3	28219	St. Pius V School	Providence	8:10 AM	2:20 PM
2	28223	St. Thomas Regional School	Providence	8:00 AM	2:20 PM
1	28319	Tavares Education/Pediatric Center	Providence	9:00 AM	3:00 PM
44	28356	The Groden Center, Inc	Providence	8:30 AM	2:30 PM
57	28354	The Providence Center School	Providence	8:30 AM	2:30 PM
	28380	The Tides School - Providence	Providence	9:00 AM	3:00 PM
	28170	Times Squared	Providence	9:05 AM	3:05 PM
	28170	Times Squared	Providence	7:50 AM	2:15 PM
13	28358	Vocational Resources School	Providence	8:30 AM	2:30 PM
	30104	Scituate High School	Scituate	7:50 AM	2:10 PM
	31105	Anna M McCabe School	Smithfield	8:50 AM	3:20 PM
2	32908	Adeline LaPlante Center	South Kingstown	8:45 AM	3:30 PM
	32907	ALP Academic Achievement Ctr	South Kingstown	7:37 AM	2:09 PM
43	32301	Bradley School - South County	South Kingstown	9:00 AM	2:00 PM
	32110	Curtis Corner Middle School	South Kingstown	7:43 AM	1:55 PM
	32104	Hazard School	South Kingstown	8:45 AM	3:05 PM
2	32115	Independence Transition Academy	South Kingstown	7:37 AM	2:09 PM
13	32318	South Shore School	South Kingstown	8:15 AM	2:15 PM
1	32202	The Prout School	South Kingstown	8:05 AM	2:30 PM



<b>Special Ed Students</b>	<b>Bldg#</b>	<b>Bldg Name</b>	<b>District</b>	<b>Start</b>	<b>Dismiss</b>
	35369	C.H.I.L.D. Inc, Draper Ctr	Warwick	6:30 AM	5:30 PM
	35367	Crayons Child Care & Family	Warwick	9:00 AM	2:00 PM
	35121	E G Robertson School	Warwick	8:10 AM	2:20 PM
9	35358	Eleanor Briggs School	Warwick	8:00 AM	2:00 PM
	35129	John Wickes School	Warwick	8:35 AM	2:45 PM
21	35303	Pathways Strategic Teaching Ctr	Warwick	9:00 AM	2:30 PM
	35124	Randall Holden School	Warwick	8:35 AM	2:45 PM
	35126	Rhodes School	Warwick	8:55 AM	3:05 PM
45	35335	Sargent Rehabilitation Ctr	Warwick	8:30 AM	2:00 PM
	35127	Sherman School	Warwick	8:35 AM	2:45 PM
1	35140	Warwick Area Career & Tech Ctr	Warwick	7:45 AM	1:27 PM
22	35141	West Bay Collaborative	Warwick	8:00 AM	2:00 PM
	38107	John F Deering Middle School	West Warwick	7:33 AM	1:48 PM
	38105	Maisie E Quinn School	West Warwick	8:10 AM	2:20 PM
3	38305	The Tides School - West Warwick	West Warwick	7:30 AM	1:30 PM
	38111	Wakefield Hills Elementary School	West Warwick	8:50 AM	3:00 PM
	36106	State Street School	Westerly	8:40 AM	3:10 PM
	39333	Action Based Enterprises	Woonsocket	8:00 AM	2:15 PM
	39118	Bernon Heights School	Woonsocket	9:00 AM	3:20 PM
	39119	Globe Park School	Woonsocket	9:00 AM	3:20 PM
	39110	Governor Aram J Pothier School	Woonsocket	9:00 AM	3:20 PM
	39320	Hamlet Learning	Woonsocket	6:30 AM	5:30 PM
	39101	Harris Elementary School	Woonsocket	9:00 AM	3:20 PM
	39332	Hillside Alternative Program	Woonsocket	8:15 AM	2:20 PM
	39120	Leo A Savoie School	Woonsocket	9:00 AM	3:20 PM
	39109	Social Street School	Woonsocket	7:40 AM	2:25 PM
19	39321	Viola M Berard School	Woonsocket	9:00 AM	3:00 PM
	39127	Woonsocket Area Career & Tech Ctr	Woonsocket	8:10 AM	2:25 PM
	39123	Woonsocket High School	Woonsocket	8:03 AM	2:25 PM
	39115	Woonsocket Middle School	Woonsocket	8:00 AM	2:15 PM

## Appendix D – Expiration Dates of Existing Transportation Agreements\*\*

The following table lists the anticipated expiration dates of existing transportation contracts from the start of the 2009 – 2010 school year.

2009	Expiration	2010 or Later	Expiration	District Owned
Burrillville (3)	06/30/09	Barrington	06/30/10	Cranston
Central Falls	06/30/09	Bristol/Warren	06/30/11	Little Compton
Coventry	06/30/09	Chariho	06/30/11	N. Kingstown*
E. Greenwich	08/31/09	Cumberland	08/31/10	Narragansett
E. Providence	06/30/09	Glocester	06/30/11	Warwick*
Exeter/W. Greenwich (3)	06/30/09	Jamestown	06/30/10	Westerly
Foster (2)	06/18/09	Johnston	08/31/10	
Middletown	06/30/09	Lincoln	08/31/12	
North Providence	07/31/09	Newport	08/31/10	
North Smithfield (2)	06/30/09	Pawtucket	06/30/11	
Scituate	08/31/09	Portsmouth	06/30/10	
West Warwick	06/30/09	Providence (2)	08/31/10	
Woonsocket	06/30/09	Smithfield	06/30/11	
		S. Kingstown (2)	08/31/11	
		Tiverton	06/30/10	

(2) Two year extension option

(3) Three year extension option

\*Combination of district and contracted service

\*\*All data shown are based on best and most current information provided at the time of this solicitation.

## **Appendix E – Implementation Schedule: School Groups**

### **Group 1 – Northern Rhode Island**

#### **(School Districts Anticipated for Year 1)**

Implementation Date – September 1, 2009

Number of Districts – 6

Central Falls	North Smithfield
Cumberland	Smithfield
North Providence	Woonsocket

### **Group 2 – Western Rhode Island**

#### **(School Districts Anticipated for Year 2)**

Implementation Date – September 1, 2010

Number of Districts – 8 (14 total)

Burrillville	Foster-Gloucester
Coventry	Johnston
East Greenwich	Scituate
Exeter-West Greenwich	West Warwick

### **Group 3 – East Bay**

#### **(School Districts Anticipated for Year 2)**

Implementation Date – September 1, 2010

Number of Districts – 7 (21 total)

Barrington	Middletown (Newport Regional)
Bristol-Warren	Newport

Pawtucket (utilizes "out" clause in new contract)

Portsmouth (Newport Regional)

Tiverton (Newport Regional)

**Group 4 – West Bay, Urban and Others**

**(School Districts Anticipated for Year 3)**

Implementation Date – September 1, 2011

Number of Districts – 6 (27 total)

Chariho

East Providence

Jamestown

Lincoln

Providence

South Kingstown

# X. Forms and Submittals

## Form 1 – Proposed Vehicle Fleet

Bus No.	Active/Spare	Mfg Yr	Odometer Miles	Make	Model	Total Capacity	Wheelchair Equipped?	Wheelchair Positions	Fuel Type	Camera Equipped?	A/C ?	Special Equipment (Describe)

Bus No.	Active/ Spare	Mfg Yr	Odometer Miles	Make	Model	Total Capacity	Wheelchair Equipped?	Wheelchair Positions	Fuel Type	Camera Equipped?	A/C ?	Special Equipment (Describe)

## Form 2 – Proposed Service Rates

Proposer must fill in all of the blanks in Part A, B and C below.

### PROPOSAL PRICE FORM

#### Part A. Home-to-School Transportation

Three (3) Year Term and a Single Two (2) Year Extension

The prices inserted by the proposer will be for the 2009 – 2010 school year. Proposal base prices must be based on a minimum of four (4) daily hours per bus. Excess hours shown are for hours in excess of four (4) hours per day. Hours should be based the total time from the first stop to the last school in the morning plus the first school to the last stop in the afternoon for each bus, inclusive of layover time. *Deadhead and required pre- and post trip inspection time to and from the bus compound are not to be used as the basis for calculation of the daily rate or excess hourly rates.* While 180 annual days of service are assumed, RIDE reserves the right to add or reduce the number of the days of service and/ or buses needed. Proposers should refer to *Appendix B – Sample: Group 1 Simulated Special Education Bus Routes* to assist in determining the bus type and estimated hours in completing this form.

Rates to be reflective of Year 1

Bus Size (Legal Capacity)	Estimated Number of Buses <sup>6</sup>	Base Hours (4 hr. Minimum)	Base Rate per Day	Excess Hourly Rate (More than 4 hrs. up to 8 hrs.)	Excess Hourly Rate (More than 8 hrs.)
1 -19	10				
20 - 35					
42 – 48	3				
54 - 72					
More than 72					
<u>Add:</u> For Wheelchair Bus					
<u>Add:</u> For Bus Monitor					

The additional cost for bus monitors and for wheelchair equipped bus should be shown separately where indicated. The base rates given for each bus size category must be exclusive of the charges for bus monitors or wheelchair capability.

<sup>6</sup> Counts are based on preliminary routes from FY2007-08 data. Actual buses required in future years may vary.

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## PROPOSAL PRICE FORM

### Part B. Extra Curricular, Midday, and Athletic Transportation

Three (3) Year Term and a Single Two (2) Year Extension

Proposer must fill in all of the blanks below. The prices inserted by the proposer will be for the 2009 – 2010 school year. Proposal base prices must be based on a minimum of one (1) hour per trip. Excess hours shown are for hours in excess of one (1) hour per trip. When determining the proposed rates, proposers should base their response on the total time from the first pickup to the return trip drop-off, inclusive of layover time. *Deadhead time to and from the bus compound to or from the pickup point is not to be used as the basis for calculation of the daily rate or excess hourly rates.* There are currently no estimates of the actual number of extracurricular and athletic trips for 2009 – 2010.

Rates to be reflective of Year 1

Bus Size (Legal Capacity)	Base Hours (1 hr. Minimum)	Base Rate per hour	Excess Hourly Rate (More than 1 hr. up to 8 hrs.)	Excess Hourly Rate (More than 8 hrs.)
1 -19				
20 - 35				
42 – 48				
54 - 72				
More than 72				
<u>Add:</u> For Wheelchair Bus				
<u>Add:</u> For Bus Monitor				

The additional cost for bus monitors and for wheelchair equipped bus should be shown separately where indicated. The base rates given for each bus size category must be exclusive of the charges for bus monitors or wheelchair capability.

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PROPOSAL PRICE FORM**  
**Part C. Cost of Living Adjustment**  
 Three (3) Year Term Base Contract

Proposers must submit their estimated cost increase for the first three years of the base contract period. Regional consumer price index data may be obtained from the U.S. Department of Labor, Bureau of Labor Statistics at [www.bls.gov/cpi/#overview](http://www.bls.gov/cpi/#overview) as a guide to future cost increases. However, the proposer is to submit their proposed increase for each year of the base contract.

	<b>2010 - 2011</b> Percent increase over 2008 - 2009	<b>2011 - 2012</b> Percent increase over 2010 - 2011
Bus Base Daily Rate	____%	____%
Bus Base Excess Hourly Rate	____%	____%
Wheelchair Increment	____%	____%
Bus Monitor Increment	____%	____%

The percentage increases should be calculated exclusive of anticipated fuel price increases, which will be calculated separately, as described in *Part IV, Section 5: Fueling*. Percentages should be entered as whole numbers. For example, a five percent increase should be entered as "5" or "5.0" in the spaces provided, and not ".05" or "0.05". The inflation escalation percentages given are considered a firm price and may not be altered subsequent to the contract award.

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Form 3 – Required Certificates

## **Form 4 – Proposal Questionnaire**

The following questionnaire is a required component of this Request for Proposals. The information you provide will be used for evaluating the qualifications of the Proposer to perform the services described in this RFP. The questionnaire must be filled out accurately and completely and submitted with the other parts of your proposal. Any errors, omissions, or misrepresentations of the information requested may be considered as a basis for rejecting your proposal and may be grounds for cancelling any agreement executed as a result of the Request for Proposals.

When completed, your response to this questionnaire will be considered part of the *Student Transportation Service Agreement*. If you expect that your company policies or practices will change from those currently in place, you must note the policies and practices your company anticipates it will follow if awarded the contract.

### **I. DESCRIPTION OF CONTRACTOR'S ORGANIZATION**

#### **A. FIRM**

Firm Name:

Address:

Telephone:

Fax Number:

Web Page:

#### **B. TYPE OF ORGANIZATION**

Corporation (List officers and positions):

State in which incorporated:

Subsidiary (Give name and address of Parent Corporation):

Is your firm or a parent firm publicly held? Yes / No

If not, what private individuals own your firm? Who are the general partners?

**C. NATURE OF OPERATIONS**

1. Is your firm currently engaged in providing home-to-school transportation services under a contract with a public school district? Yes / No

Number of years in business?

Number of school districts served in Rhode Island?

Number of school districts served outside of Rhode Island?

Are you currently, or have you ever, provided transportation services for special education students? Yes/ No

If yes, for how many years have you provided this service?

2. Please provide a listing of customers, currently being served by your company, that are of equal size to the State of Rhode Island. For each of these please submit the name and phone number of a contact person who has immediate knowledge of your service and performance results.

3. Has any public school district terminated or otherwise ceased to use your company's services over the past ten (10) years? If so, please list the name of the contracting school district, its location, and the reason for termination.

## II. TERMINAL MANAGEMENT

In response to this section, please include with your proposal the résumés of the key personnel (if known) described in #1 and #2 below.

1. RIDE strongly believes that the individuals holding the General Manager and/or Terminal Manager positions are critical to the provision of consistent and high quality transportation services. While it is understood that the actual persons for these positions may not be selected at this time, please provide one or more resumes for staff that would be assigned to this project as Operations Manager. The following points of information should be included in the resume or on a separate document:

Name and educational qualifications:

Tenure with your firm in years:

Experience in related positions within your firm or with other firms in years:

Current and two most recent previous positions, including the location (District) of the position, the position's title, a description of responsibilities including number of buses and/or drivers, and the dates in which the position was held:

2. Please provide the name(s) of those persons within your firm who would have immediate authority over the General Manager and/ or Terminal Manager you propose in Item 1. In addition, list key staff members who may play an advisory role to the System Manager for RIDE and his / her staff in the areas of 1) Operations 2) Training and Personnel 3) Safety and 4) Maintenance. Please provide the following information for each of these persons:

Name and educational qualifications:

Tenure with your firm in years:

Experience in related position within your firm or with other firms in years:

Current and most recent previous position, including the location of the position, the position's title, a description of responsibilities, and the dates in which the position was held:

3. Explain the training that is given to your General Manger and/ or Terminal Manager:
  
4. What type of training do you customarily provide to your customer's local office staff?

### **III. DRIVER PERSONNEL**

1. How does your firm recruit drivers?
2. What methods do you use to screen and select drivers from among the applicants?
3. What criteria or standards do you use and for what reasons might you reject an applicant?
4. Do you require all safety sensitive employees, including mechanics and bus monitors, to be to be drug tested as a condition of employment and randomly thereafter? Please describe the process used.
5. Do you check driver applicant references?
6. Do you use any objective qualification and driver testing procedures? If so, briefly describe the procedures or provide samples of your testing material.
7. Are the official driving records of all your applicant drivers evaluated during the selection process? How frequently are these re-checked during employment? What standards are used to disqualify a driver (number of accidents or moving violations over a given time period)?

8. What is the current rate of annual turnover among drivers your firm employs?
9. Describe your current or proposed training program for driver applicants who have no experience driving school buses. Please describe the program components and content of your training program. If available, please provide the following:

Length of the program:

Number of hours in classroom:

Number of hours behind-the-wheel:

Describe the components of the program and the number of hours devoted to each component.

Length of time to complete your training program (hours, days, months).

10. Describe the qualifications for your driver trainers. Do require that they be certified as instructor trainers and/ or third party examiners?
11. Please describe the student management training your drivers receive.
12. Describe your In-Service driver training and re-training program. Please provide the outline or course of study.



13. Describe your current or proposed driver motivation and discipline programs. How do the programs take into account, if at all: safety, absences, tardiness, on-time route performance, unrestricted license, tenure on the job, and complaints?

#### **IV. TERMINAL STAFFING**

1. Please describe the proposed support staffing levels for the proposed terminal providing services under this RFP. Describe position title/duties, number of staff members in each position, etc.

#### **V. SAFETY PROGRAM AND ACTIVITIES**

1. Please describe your established, continuing safety program (the operation, contents, and requirements of the program). Include the number of hours per year required per employee.
  
  
  
  
  
  
  
  
  
  
2. How often are safety meetings held? Please explain some of the topics covered.

3. Describe any established safety organization activities in which your organization or its key personnel participate.
  
4. What have been the school bus accident rates (number of accidents and accidents per 100,000 miles of operation) for school buses operated by your firm in each of the three most recent academic years?
  
4. Please list and describe the cause, disposition and results of any lawsuits involving your company over the last ten (10) years.
  
5. Has your company has been involved in any chargeable or partially chargeable vehicular accident within the last ten (10) years where bodily injury or vehicle damage exceeded \$10,000?  Yes  No

(If yes, have your insurance carrier provide an accident report to be included with this proposal submission)

## **VI. PREVENTIVE MAINTENANCE AND MECHANICAL REPAIR**

1. Describe your scheduled preventive maintenance program for vehicle fleets which your firm manages. Please provide samples of any checklists you use for each type of preventive maintenance program and please describe below your methods of ensuring that each vehicle actually receives preventive maintenance within the scheduled interval.

2. Other than the daily pre-trip by the driver what other methods of identifying defects in buses do you utilize?
  
3. What oversight systems do you have in place to ensure that serious safety-related defects are identified before a bus transports students?
  
4. How do you ensure that identified defects are corrected in a logical order and within a reasonable time?
  
5. Identify your manpower or mechanic allotment schedule (number of buses per mechanic, etc.)
  
6. What qualifications and experience requirements do you have for your mechanical personnel?
  
7. Do you use a fleet management information system to monitor and track fleet maintenance, fuel, and asset management? If so, what is the name of the software package?
  
8. What is the state inspection pass rate for your fleet? Please provide with this proposal submission the results of the Rhode Island State Police Vehicle Inspection (or other state if you have no current contracts in Rhode Island) for the preceding 12 months.

## **VII. FINANCIAL AND CREDIT INFORMATION**

1. Please submit credit references or a Dunn & Bradstreet profile on your company.
  
2. Please provide terms and conditions for any discount for payments made by the District within thirty (30) or fewer business days of invoice receipt.

## **VIII. OTHER INFORMATION**

1. Do you survey your customers, parents, and/or employees to determine satisfaction with the services your company provides? If so, please describe your survey process and what your company does with the final results.

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Name of Firm

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Name of Authorized Agent (Print or Type)

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Title

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Signature of Authorized Agent

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Date

## Form 5 – Proposed Transition/ Implementation Plan

The intention of the new, statewide transportation envisioned by RIDE is both complex and challenging. The transition will require a structured phase in coordinated between RIDE, the successful Contractor, and the parents and administrators at the client school districts being served. During this period of transition, some school districts will have existing contracts in place that will expire and the contractor will be required to assume responsibility for out-of-district transportation (see *Appendix E - Implementation Schedule: School Groups*). With this number of variables at play, it will be vitally important to continue to provide students with reliable and high-quality service delivery and minimal disruptions. In this section we are asking you to describe how you would implement this process and coordinate with RIDE, the parents, students, and school administrators.

1. **Initial Implementation Plan:** Please provide a plan and schedule for initially implementing transportation services should your firm be selected as the successful proposer. Your time schedule and plan should address:
  - Ordering / delivering vehicles
  - Securing a bus facility/terminal
  - Establishing support services for maintenance, fuel storage, employee interviews and training
  - Recruitment / relocation of management and supervisory personnel
  - Selection and training of drivers
  - Employee orientation
  - Radio or other communications with bus operators
  
2. **Start-up Milestone Activities and Dates:** What are the key dates and completed tasks for implementing the contract? At a minimum, your response should include the following:
  - Securing facility and staging area
  - Delivery of required fleet
  - Management and support staff hired and in place
  - Drivers and repair technicians hired and in place
  - Final review and road audit of bus routes and schedules from RIDE

3. **Outreach and Communication:** Since the community will be exposed to a different method of transportation services with this contract, it will be essential to maintain ongoing outreach and careful communication. Please discuss the communication plan you suggest, along with approximate time intervals and media type. At a minimum, your response should address the following areas:
- Initial orientation and familiarization meeting with parents, students, and school administrators
  - Coordination/ verification of student or schedule changes with RIDE
  - Communicating suggested route changes or hazards with RIDE
  - Notification of changes to routes and schedules for special education and regular education students
  - Emergency/ accident notification and action response plan
  - Special "hot lines" and other communication media between the bus operations center and key RIDE personnel and school administrators
  - Communications technology to be used and process for handling parent complaints, requests, or other contacts
  - Method for evaluating service quality on a continuing periodic basis
4. **Use of Technology:** How do you plan to use information technology tools to coordinate with RIDE on bus schedules, regular reporting, fleet maintenance, billing, communications, etc.? Be as specific as possible as to the types of tools you are talking about, such as e-mail, software applications you are familiar with, GPS/ AVL technology, and other relevant items.
5. **Phase-in of Additional School Districts:** Over a period of several years, new routes will be added as existing contracts with individual school districts expire. Explain here how you envision coordinating this effort with RIDE. What operational difficulties do you foresee, and how will you address these? What criteria will you use in determining whether or to what extent your company will hire staff and/ or purchase fleet assets from the former contractor or school district?

## Form 6 – Emergency Evacuation Plan

Successful Contractor shall agree to comply with the District's Emergency Evacuation Plan. This plan may require the evacuation of all District students from all of its schools.

The total statewide enrollment of special education and non-public students at the schools transported under this RFP is not currently known, but is in excess of approximately 1,200 students to be transported. In addition, the Contractor should plan to provide a staff member for each bus to assist in the coordination of the evacuation at a given school.

In the event that the Contractor does not have sufficient vehicles to provide immediate transportation to all students simultaneously, Contractor will provide a plan, acceptable to the RIDE, to obtain such vehicles required in an emergency situation.

The cost, should the District elect to evacuate all students under this plan, either for an actual emergency or for an emergency evacuation drill shall be:

\$\_\_\_\_\_ per hour per vehicle.

Signature: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_



## **Form 7 – Bid Deposit & Performance Bond**

### **BID DEPOSIT**

This proposal must be accompanied by a bid deposit in the form of a bid bond, a certified check, or a treasurer's or cashier's check issued by a responsible bank or trust company, payable to the General Treasurer, State of Rhode Island. The bid bond shall be with a surety satisfactory to RIDE, and conditioned upon the faithful performance by the principal of the agreements contained in the Request for Proposals. The amount of such bid deposit shall be FIVE THOUSAND DOLLARS (\$5000.00).

### **PERFORMANCE BOND**

Notice from the Contractor's bonding company, which states that the contractor, if awarded the contract, is bondable for the full performance of the contract must be provided and attached.

If required, the annual cost of an annual 100% Performance Bond or Letter of Credit shall be

\$\_\_\_\_\_ for the first year amount of the contract (Designated Bid Award Amount).

The annual cost of the Performance Bond shall not be included in the proposer's cost per day per vehicle calculation.

**IRREVOCABLE LETTER OF CREDIT**

An irrevocable letter of credit (LOC), satisfactory to RIDE, may be substituted for the required performance bond. An LOC from the Contractor's bonding company or bank, must state that an irrevocable letter of credit made out to RIDE will be issued for the full amount of the contract if the Contractor is awarded the contract.

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

DATE: \_\_\_\_\_

## Form 8 – Contractor Information and References

The undersigned proposes to furnish services for fiscal years 2009-2010 through 2011-2012 TRANSPORTATION SERVICES to RIDE in accordance with the aforementioned specifications.

The undersigned offers the following information as evidence of the Bidder's qualifications to perform the work as bid according to all of the requirements of the specifications. Please answer the following questions:

Number of years bidder has been in business under the present name: \_\_\_\_

Has bidder or bidder principal(s) been involved in a Chapter 11 bankruptcy proceeding within the past ten years? \_\_\_\_\_Y/N

Has bidder ever failed to complete any work awarded? \_\_\_\_\_Y/N

Has bidder ever been involved in non-accident related litigation in the past five years? \_\_\_\_Y/N

Has bidder ever been in any accidents where the result was loss of life? \_\_\_\_Y/N

List the names of public school districts with which you are currently contracting in the State of Rhode Island and attach letters of reference.

1. School District: \_\_\_\_\_ Contact: \_\_\_\_\_

Type of Service: \_\_\_\_\_ Phone: \_\_\_\_\_

2. School District: \_\_\_\_\_ Contact: \_\_\_\_\_

Type of Service: \_\_\_\_\_ Phone: \_\_\_\_\_

3. School District: \_\_\_\_\_ Contact: \_\_\_\_\_

Type of Service: \_\_\_\_\_ Phone: \_\_\_\_\_

Comments/Explanation (Optional):

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## Form 9 – Authorization for Release of Reference Information

DATE: \_\_\_\_\_

NAME OF  
PROPOSING BIDDER: \_\_\_\_\_

I hereby authorize \_\_\_\_\_ (Reference) to release any and all information regarding our transportation performance.

Furthermore, I agree to hold \_\_\_\_\_, (Reference) both personally and severally, harmless from any liability associated with the provision of this reference information.

The reference information provided will be confidential and used exclusively for the purpose of evaluating the bidder's proposal to provide school bus transportation.

NAME OF AUTHORIZING OFFICIAL: \_\_\_\_\_  
(Print/Type)

SIGNATURE OF AUTHORIZING OFFICIAL:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

# Form 10 – Tax Compliance Certification

Pursuant to the applicable *General Laws of the State of Rhode Island*, the undersigned acting on behalf of the Contractor, certifies under the penalties of perjury that, to the best of the undersigns knowledge and belief, the Contractor is in compliance with all laws of the State relating to taxes, reporting of employees and contractors, and withholding and remitting child support. \*

\_\_\_\_\_  
\*\*Signature of Individual  
or Corporation (Mandatory)

\_\_\_\_\_  
\*\*\* Contractor's Social Security Number  
(Voluntary) or Federal ID Number

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Corporate Officer  
(Mandatory, if applicable)

\* The provision in the Attestation relating to child support applies only when the Contractor is an individual.

\*\* Approval of a contract or other agreement will not be granted unless the applicant signs this certification clause.

\*\*\* Your social security number will be furnished to the Rhode Island Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non filing or delinquency will not have a contract or other agreement issued, renewed, or extended, as applicable under the general laws and statutes of the State of Rhode Island.

**Form 11 – Non-Collusion Statement (Notarized)**

I (We) hereby swear that this bid is made without the knowledge of or collusion with any other person, firm, corporation, or agent submitting a proposal for furnishing said service, and that only the following persons are interested with the undersigned in making this bid, viz:

Name of Corporate Officer or Individual: \_\_\_\_\_ Business Address: \_\_\_\_\_

Signed: \_\_\_\_\_

Post Office Address:  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

**State of Rhode Island**

\_\_\_\_\_, SS. \_\_\_\_\_

Then personally appeared before me on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (date) and made oath that he/she has read the foregoing proposal, and knows the contents thereof; and that the facts stated therein are true of his/her own knowledge, except such as are stated to be alleged on information and belief and as to those that he/she believes them to be true.

\_\_\_\_\_, NOTARY PUBLIC

MY COMMISSION EXPIRES: \_\_\_\_\_

## Form 12 – Statement of Understanding

The undersigned assures that this proposal has been made in good faith, without fraud, collusion, or connection of any kind with any other bidder for the same work; that he has informed himself in full in regard to the "INSTRUCTIONS AND NOTIFICATIONS TO BIDDERS", and other information attached to this Request for Proposals. Also he/ she has made his own examinations and estimates and from them submits this proposal. Also that he/ she is in full knowledge that all of the aforementioned information and other materials attached to this RFP shall become part of the contract.

The undersigned understands that RIDE reserves the right to waive any informalities, or reject any and all proposals or any part thereof, and/or accept any proposal or part thereof which are in the best interest of the State of Rhode Island.

With the above understanding, the undersigned proposes to furnish TRANSPORTATION OF STUDENTS to the State of Rhode Island and to comply in all respects with said specifications for the sum or sums stated.

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

DATE: \_\_\_\_\_