



# REQUEST FOR PROPOSALS FOR STUDENT CHARTER BUS TRANSPORTATION SERVICES

**RFP No. 25-005**

<b>RFP Issued</b>	July 15, 2024
<b>Publication</b>	<i>Sacramento Bee</i> July 15 <sup>th</sup> and July 22, 2024
<b>Deadline for Questions</b>	July 24, 2024, by 12:00 p.m.
<b>Addendum (if applicable)</b>	July 26, 2024, by 12:00 p.m.
<b>Proposal Deadline</b>	July 31, 2024, by 12:00 p.m.

Twin Rivers Unified School District: *Inspiring each student to extraordinary achievement every day!*





**FOR THE  
TWIN RIVERS UNIFIED SCHOOL DISTRICT**

**SUBMITTALS:** Two (2) hard copies and one electronic copy (email) must be received on or before 12:00 p.m. on July 31, 2024.

**ADDRESSED TO:** Brittany Smith  
Director Contract Services & Risk Management

**MAILING ADDRESS:** Twin Rivers Unified School District  
3222 Winona Way  
North Highlands, CA 95660

**RFP SUBMITTAL:** Mark envelope:

PROPOSAL – STUDENT CHARTER BUS TRANSPORTATION SERVICES  
(RFP NO. 25-005) FOR THE TWIN RIVERS UNIFIED SCHOOL  
DISTRICT:

Proposals shall be submitted in sealed packages with the name of the Firm submitting the Proposal clearly marked on the front. **The electronic copy must be emailed to [proposals@trusd.net](mailto:proposals@trusd.net).** Submission of the Proposal by facsimile is unacceptable. The respondent is entirely responsible for delivering the Proposal to the aforementioned office on time. **Late Proposals will not be accepted.**

**QUESTIONS:** Questions or clarifications for the Request for Statements of Qualifications and Proposal documents can be directed to [proposals@trusd.net](mailto:proposals@trusd.net) with the subject line “RFP 25-005 questions”. Only questions submitted through this process will be accepted.

All responses to questions will be posted on our District webpage on July 26, 2024, by 12:00 p.m. Proposers are responsible for checking the District webpage for updates or Addenda.

<https://www.trusd.net/Departments/Contract-Services--Risk-Management/Doing-Business-with-TRUSD/index.html>



## NOTICE TO PROPOSERS

NOTICE IS HEREBY GIVEN that the Twin Rivers Unified School District of Sacramento County, California, hereinafter referred to as the “the District,” will receive up to, but not later than 12:00 p.m., July 31, 2024, sealed proposals for:

### **RFP No. 25-005 Student Charter Bus Transportation Services**

Proposals shall be received by the Twin Rivers Unified School District, Contract Services & Risk Management Department, at 3222 Winona Way, North Highlands, CA 95660.

All interested parties may obtain a copy of the RFP online at <https://www.trusd.net/Departments/Contract-Services--Risk-Management/Doing-Business-with-TRUSD/index.html> or by contacting the Twin Rivers Unified School District, Contract Services & Risk Management Department, 3222 Winona Way, North Highlands, CA 95660.

Any proposal received later than the specified time, whether delivered in person or mailed, shall be disqualified.

The evaluation criteria specified herein will be used to determine which of the proposals provides the best quality for Twin Rivers Unified School District at the most economical cost. The District reserves the right to accept or reject any or all proposals, waive all technicalities, and accept the proposal(s) that is most favorable to the District. Recognizing that there are important considerations other than price, the District may not necessarily award to the lowest proposer. The District has the right to ask for any clarifications on any or all proposals.

Proposals must be effective for sixty (60) days following the deadline for the receipt of proposals.



## INFORMATION AND CONDITIONS

### GENERAL CONDITIONS AND INSTRUCTIONS

1. **SECURING DOCUMENTS:** Specifications and other contract document forms are available without charge to prospective Proposers at the Contract Services & Risk Management Department, Twin Rivers Unified School District website at: <https://www.trusd.net/>
2. **TAXES:** The District shall not be responsible for any taxes, with the exception of sales tax or use taxes where applicable. Applicable taxes shall be added by the Proposer to his invoice(s) and included in the proposal.
3. **ASSIGNMENT OF CONTRACT:** The successful Proposer shall agree not to assign, transfer, convey, sublet, or otherwise dispose of the items appearing on this proposal form, which he may be awarded, or any rights accruing thereunder, title or interest therein, funds to be received hereunder, or any power to execute the same without the consent in writing of the District. Notice is hereby given that the District will not honor any assignment made by the Contractor unless the consent in writing, as indicated above, has been given.
4. **ADDENDA OR BULLETINS:** Any Addenda or bulletins issued by the District during the time of proposal or forming a part of the documents loaned to the Proposer for the preparation of this proposal shall be covered in the proposal and shall be made a part of the contract.
5. **WITHDRAWAL OF PROPOSALS PRIOR TO OPENING:** Any Proposer may withdraw their proposal, either personally or by a written request, at any time prior to the scheduled time for the opening of Proposals.
6. **WITHDRAWAL OF PROPOSALS AFTER OPENING:** A Proposer may not withdraw his proposal for a period of sixty (60) days after the date set for the opening thereof.
7. **INTERPRETATION OF DOCUMENTS:** If any person contemplating submitting a proposal for the proposed contract is in doubt as to the true meaning of any part of the contract documents or finds discrepancies in, or omissions from, the specifications, he may submit to the Director of Contract Services & Risk Management of the Twin Rivers Unified School District a written request for an interpretation or correction hereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation or addendum duly issued by said Director of Contract Services & Risk Management, and a copy of such addendum, will be posted on the District's webpage at <https://www.trusd.net/Departments/Contract-Services--Risk-Management/Doing-Business-with-TRUSD/index.html>. The District will not be responsible for any other explanation or interpretation of the proposed documents.



8. **RESTRICTED PROPOSAL:** Only those companies fully licensed, equipped, and experienced in the work being performed, with skilled personnel immediately available and able to obtain necessary components immediately, shall be considered qualified Proposers for this contract.
9. **NO CONTACT WITH THE BOARD OF TRUSTEES:** Proposers may not contact any member of the Twin Rivers Unified School District Board of Trustees regarding this RFQ-P unless specifically invited to an interview conducted by the Board.
10. **NON-DISCRIMINATION:** The Twin Rivers Unified School District does not discriminate in the selection, acceptance, or treatment of any Contractor based on race, color, national origin, religion, sex, sexual orientation, handicap, age, veteran status, medical condition as defined in Section 12926 of the California Government Code, ancestry, marital status, or citizenship, within the limits imposed by law. The District likewise prohibits discrimination by Contractors and may require the successful contractor(s) to give written notice of their obligations to labor organizations with which they have a collective bargaining or other agreement in compliance with Government Code 12990.
11. **INSURANCE REQUIREMENTS:** Successful Proposer shall maintain during the life of this contract Commercial General Liability, Business Automobile Liability and Workers' Compensation and Employers' Liability insurance coverage. The minimum amounts of such insurance shall be as hereinafter set forth. Successful Proposer will be required to furnish certificates of insurance prior to the start of work.
  - **Commercial General Liability**
    - a. Proposer shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office (ISO) form CG 00 01, in an amount not less than three million dollars (\$3,000,000) per occurrence for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. If an aggregate limit applies, either the general aggregate limit shall apply separately to these services or the general aggregate limit shall be twice the required occurrence limit. Proposer's general liability policies shall be primary and shall not seek contribution from the District's coverage and be endorsed with a form at least as broad as ISO form CG 20 10 or CG 20 26 to provide the District and its officers, officials, employees, and volunteers shall be additional insured under such policies.
  - **Business Automobile Liability**
    - a. Proposer shall provide auto liability coverage for owned, non-owned, and hired autos using ISO Business Auto Coverage form CA 00 01 (or equivalent) with a limit of no less than three million dollars (\$3,000,000) per accident.



- **Workers' Compensation and Employers' Liability**
  - a. Proposer shall maintain Workers' Compensation Insurance with Statutory Limits and Employers' Liability Insurance with a limit of no less than one million dollars (\$1,000,000) per accident for bodily injury or disease. The Proposer shall submit to the District, with a certificate of insurance, a waiver of subrogation in favor of the District.

12. **INDEMNIFICATION:** Other than in the performance of professional services and to the full extent permitted by law, Proposer shall indemnify, defend, and hold harmless District and any and all of its employees, officials, and volunteers from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including legal counsel's fees and costs, court costs, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Proposer or by any individual or District for which Proposer is legally liable, including, but not limited to officers, agents, employees, or subcontractors of Proposer, except when caused by the active negligence or willful misconduct of the District.

13. **TOBACCO-FREE DISTRICT:** The Twin Rivers Unified School District has been designated a tobacco-free District. Tobacco use (smoked or smokeless) is prohibited at all times on all areas of District property and in District vehicles.

14. **IRS REQUIREMENTS:** The District shall view the legal position of the Proposed as an "independent contractor" and that all persons employed to furnish the services are employees of the Proposer and not of the District.

- The District shall not be liable for any of the contractor's acts or omissions performed under the contract to which the Proposer is a party.
- The Proposer will complete the IRS Form W-9 attached to the District's Services Agreement (Attachment D), provide a taxpayer identification number, and indicate whether the Proposer is a corporation, sole proprietor, partner, individual, etc.



## OVERVIEW OF THE DISTRICT

The Twin Rivers Unified School District ("District") is a K-12 public school district located in northeastern Sacramento County with an enrollment of over 27,000 students in preschool through adult education.

The District serves the communities of North Sacramento, Del Paso Heights, Rio Linda, North Highlands, and Foothill Farms. The district has four high schools, five middle schools, 27 elementary schools, three dependent charter schools (at eight site locations), a K-12 independent study school, two continuation high schools, one special education school, an adult education program, and preschools. A list of all District schools can be found on the District website.

Twin Rivers is in an economically diverse region characterized by a mix of residential development and light industry. 90% of District students are eligible for Federal Free and Reduced-price meals.

A seven-member Board of Trustees governs the district under the day-to-day leadership of Steven Martinez, Ed.D., appointed District Superintendent, effective July 1, 2013

## SCOPE OF PROPOSAL

Although the District maintains a bus fleet for home-to-school transportation, the needs for extracurricular student transportation far exceed what the District's fleet can provide, both in number and type of equipment needed. Therefore, the District desires to contract with multiple contractors for student charter bus services provided by privately owned carriers for student travel as needed. Successful contractors will be required to supply School Bus and Charter Bus equipment and drivers that meet all State and District requirements. The Contractor shall furnish, operate, and maintain one or more School Pupil Activity Buses (SPAB) or school buses for the transportation of pupils and other persons at such times and places as may be specified by the District. Such Transportation may be either within or without the District and on any day or days during the term of the contract.

### 15. MINIMUM REQUIREMENTS:

- The District expects that all bidders at the time of the bid opening, by the act of their bidding, own or lease the equipment, that will be provided to transport students and that all drivers will be employees (not subcontractors) of the bidding company.
- Bidders may NOT subcontract out any or the whole portion of the work to be provided under this contract.
- The Contractor shall not assign, transfer, or subcontract any of its rights, burdens, duties, or obligations without the written consent of the District, except on a short-term, interim basis in the event of an emergency.



- The district expects that all bidders, by the act of their bidding, shall be certified in accordance with the applicable laws of the State of California as a School Pupil Activity Bus (SPAB) and that all drivers of such vehicles will likewise have a valid School Bus or SPAB license whether or not passengers are student or adults on school or District related activities utilizing either public or private funds.
- All work performed and all equipment used by bidders shall meet all applicable “Regulations and Laws Relating to Pupil Transportation in California” as published by the California State Department of Education. A signed bid will be considered a declaration all vehicles to be used in the execution of the contract, if awarded, does and will be SPAB or school-certified vehicles and will continue to meet all safety regulations.
- **Contractor Covenant:** While performing the services and duties required hereunder, the Contractor agrees to comply with and observe all the provisions of the California Vehicle Code and all other applicable laws, and further agrees to comply with all rules and regulations established by the State Board of Education of California, the Department of Education of the State of California, and by the District relating to the safe transportation of pupils.
- **School Pupil Activity Bus (SPAB) and Driver Regulations:** All drivers are to be fully certified SPAB or school buses operators with the necessary license and credentials. The District retains the right to inspect both driver and buses/vehicles to ensure these requirements are met before leaving on any scheduled trip/route.

All buses being used under this bid are to be certified SPAB or school buses. All school buses must be manufactured after April 1, 1977.

In addition, SPAB carriers will provide a current copy of:

- I. A list of SPAB-certified buses in the fleet (include bus number, Make, Model, year or Mfg., VIN, license, capacity, and last inspection date by CHP on each bus), and
  - II. A complete list of all SPAB drivers (include name, CDL number, expiration date, medical expiration date, and length of employment).
  - III. These lists shall be updated and sent to the District’s Transportation Department quarterly.
  - IV. During the contract duration, if awarded, the Contractor shall notify the District in writing within ten days of any additions or deletions of equipment and drivers.
- **Pass-Through Fees:** Charter Service- Parking fees, entrance fees, tolls, hotel fees, aides (as determined necessary by District Transportation Department Staff), and any additional time added to the pre-trip itinerary if approved or ordered by the trip chaperon (prior to the date of event), shall be expenses of the District and will be





payable to the Contractor. Shuffle Service – Parking fees, entrance fees, tolls, or aides (as determined necessary by District Transportation Department Staff) shall be expenses of the District and will be payable to the Contractor. Contractors should be prepared to prepay and add these expenses to the trip invoice.

- **Suspension by District:** The District’s Director of Transportation reserves the right to suspend a Contractor for excessive equipment failure and/or breakdowns, excessive trip refusals, and or immediately if any certifications are expired or non-existent.
- **Inspection of Contractor’s Facility:** The District reserves the right to visit the carrier’s properties and inspect driver records, vehicle records, and vehicle shop at any time prior to the award of the contract or during the contract term.
- **Fleet Roster:** The Bidder shall provide a fleet roster of proposed vehicles, listing make, model, seating capacity, air-conditioning, year of manufacture, and fleet ID. Vendor may utilize the attached form or provide their own fleet roster.
- **Wheelchair Access Buses:** The District may have a requirement for wheelchair access buses for extra charter trips. No specifics are listed on the Bid Form, therefore, the Contractor shall identify their accessible buses on the fleet roster.
- **Inspection Reports:** Prior to starting date of the contract, the vendor must furnish the District proof in the form of school bus inspection reports or SPAB reports that all School buses and coaches/vehicles used to transport students have been inspected by the California Highway Patrol and meet all rules and regulation of the California Vehicle Code, California Education Code, and the California Department of Education for school buses if applicable. All students must be seated as provided for in the Education Code. Vendor agrees to maintain a satisfactory Motor Carrier rating with the California Highway Patrol. Failure to maintain this rating shall be justification for immediate exclusion from the contract. **Vendor must furnish proof of this rating with the submission of bid documents.**

Preceding paragraph does not apply to motor vehicles subject to and meeting all of the requirements of the Public Utilities Commission, operated by carriers Operating under the jurisdiction of the Public Utilities Commission as provided for in Education Code Section 39830.

District reserves the right to physically inspect the carrier’s vehicles, drivers, records, licenses, and carrier terminal facilities.

- **Accident Procedures:** In case of an accident, it shall be the responsibility of the vendor to first notify the California Highway Patrol and second, notify the District’s Transportation Department.

All reportable accidents (as defined by law) involving the Contractor’s equipment or



personnel or students being transported while operating for the District shall be reported to the District on the Contractor's form. Student injuries not involving acceleration, deceleration, or movement of the bus may be reported on forms provided by the District, at its option.

A preliminary report shall be made to the District and reported to the school site administrator within 30 minutes following the accident and shall include whether any fatalities or injuries occurred and a generalization of property damage and whereabouts of the students. A written report shall be filed within 24 hours. Written follow-up accident reports shall be made and a legible copy of the CHP local law enforcement agencies report and any of the contractor's official reports shall be sent to the district within five days or whenever completed whichever is earliest. Time is of the essence in the performance of the section of the agreement.

The Contractor will be required to provide operational records deemed necessary by the District. All reportable (as defined by law) accidents involving the Contractor's equipment or personnel while operating for the District, shall be reported to the District.

Pupil injuries not involving acceleration, deceleration, or movement of the bus may be reported on forms provided by the District, at its discretion.

- **Contractor Refusal to Provide Service:** Any contractor awarded a contract in accordance with the terms and conditions herein that refuses more than five percent (5%) of the jobs offered in any given month, will be considered to be out of compliance with the contract and may be put on notice and found in breach, and if not rectified immediately may subsequently be relieved of their contract with the District or be charged the difference between their bid price and the price actually paid by the District for the refused trip.
- **Multiple Bus Travel:** The District requires all buses travel together whether they are the same or different carriers if trips consist of more than one bus unless directed otherwise by the trip chaperon.
- **Bus-to-Bus Communication:** The District requires bus-to-bus communication and emergency communication. Cellular phones, while not required, are preferred.
- **Bus Driver Responsibilities:** The trip chaperone(s) and the bus driver must work in unison on any bus trip. However, when a safety or driving-related issue is concerned, the bus driver has the final authority and ultimate responsibility.

The driver will arrive at the pickup point a minimum of ten (10) minutes prior to the scheduled departure time for the loading of equipment. Pickup and discharge of



students shall be made at designated points only.

Upon arrival at the trip destination, the driver will keep the trip chaperon informed as to the location of the bus and unless excused by the trip chaperon, will remain in the immediate area of the bus.

A SPAB or school bus vehicle shall not be put into motion until all passengers are seated (CCR1217E). All passengers must remain seated while the bus is in motion. Only the trip chaperone may stand or walk while the bus is in motion to supervise students. The Trip chaperone must coordinate their movements on the bus with the driver to ensure his/her safety.

Drivers may be required to assist in the loading or unloading of luggage as required by the group.

Prior to departing on any trip, the Driver will review weather conditions for the proposed route. If weather conditions are deemed to be unsafe, trips will be reviewed and if needed, delayed until such time conditions improve. Trips may be canceled due to these conditions.

In the event that a driver encounters reduced visibility during a trip that in their opinion causes it to be unsafe, the driver has the responsibility to pull the vehicle over in a safe location and wait until conditions improve. Drivers shall notify, or cause to be notified, the District Transportation Department of the delay as soon as possible. This will allow the District to notify the affected school sites or parents of the delay.

In accordance with Education Code 39831.5(4), Safety instruction is to be given to all pupils regardless of grade level prior to departure on each school activity trip. The instruction must include the location of emergency exits and location and use of emergency equipment. The driver of the trip must sign a trip document certifying that they have given the safety instruction to the group, prior to departure of the trip.

- **Charter Bus Service Cancellations:** On the day of the scheduled trip and before the driver has reported to work, the charge to District will be two hundred fifty dollars (\$250.00). If the driver has reported to work or is on the road, or is at the school site, the flat rate for 2-6 Hours will be two hundred fifty dollars (\$250) charge will be assessed to the District. Likewise, failure of the Contractor to provide District with 24-hour notice of trip cancellation will result in the same cancellation charge of two



hundred fifty dollars (\$250.00), to be paid to the District by the Contractor.

- **Charter Bus Service Breakdowns or Mechanical Failures:** If a breakdown or failure occurs en route and/or if vendor does not arrive within 30 minutes of scheduled departure time or arrival time, damages and the total expense incurred to complete the assignment, including the cost of any other vendor's chartered service or rental of other vehicles required to complete the trip and/or other expenses incurred to deliver or pick up passengers if necessary, will be the responsibility of the contractor hired for the trip.

Damages for a late departure or arrival will be owed to the District and will be figured by prorating and reducing the cost of the trip on a percentage basis using the total scheduled duration of the trip, divided by the length of the delay. Payment of the fees for damages, and/or reimbursement for actual expenses incurred by the District to complete the trip may be made by a reduction from an unpaid invoice for other trips or will be invoiced to the Contractor by the District and paid to the District no later than 15 days after receipt of invoice.

- **Charter Bus Service Time to respond for Quotes for service to schools:** Vendor agrees to deliver a requested quote for service a minimum of twenty-four (24) hours from the time request is sent so that district school sites know whether vendor can provide service and the exact cost and times of pickup and delivery on business workdays, Monday-Friday, except National holidays.
- **Attendant/Aides:** The District may have a need to require that an attendant accommodate a student or student. In some cases, the awarded Contractor may be required to provide the aide/attendant. The cost will be a responsibility of the District, and the District will decide if the Contractor or District will provide the aide/attendant on a per-case and availability basis. Attendants must always meet the approval of the District.
- **Failure to Comply:** Should the Contractor fail to comply with any of the terms or conditions set forth in the Agreement, or should the District determine that the Contractor is in any other way unfit, unqualified, or unable to perform the transportation needs of the District to this Agreement then and in that event with a thirty (30) day written notice to the Contractors this Agreement may be terminated. Any expense incurred by the District as a result of the Contractor's failure to perform in accordance with the terms of this Agreement shall be deducted from the payments stipulated herein. The right to terminate shall be in addition to any other legal remedy of the District because of breach of contract by the Contractor. Further, the Contractor agrees to reimburse the District for all legal fees and expenses resulting from a legitimate claim or claims being filed by the District to enforce their rights pursuant to



the provisions of this Agreement.

## 16. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

### I. PROPOSAL CONTENTS

Please address the following points in your proposal. Separate proposal sections into tabs for each lettered section below:

- a. Please describe how your program will meet or exceed the objectives of the District described in Sec. 15 above (*1-2 pages max*)
- b. Please identify, by name, the officers of your firm or agency, and provide a brief professional bio of each person (*1 paragraph each*).
- c. **COST PROPOSAL:** Please provide a detailed budget, including your cost for labor and materials. Include hourly or daily rates for services and a breakdown of those rates (i.e., the amount going to salaries, materials, overhead, etc.) (*2 pages*).
- d. Please feel free to include any other relevant information, experience, or skills which increase the value your firm's offering and services. (*Max. 1 page*)
- e. Individuals who work with District students must be fingerprinted at our District Office before going onto school sites, in compliance with CA Education Code Sec. 45125.1. Please acknowledge this in your response (*not in page maximum*).

## 17. SUBMISSION OF PROPOSAL:

- Proposals must be submitted on 8 1/2" x 11" white paper and shall include a table of contents properly indicating the section and page number of the information included.
- The proposal signature page must accompany your proposal, with all information supplied and signatures applied as required. The authorized signature should show the title of the person signing the proposal. A person authorized to act on behalf of the contractor must sign the proposal in ink. A Non-Collusion Declaration shall be included in the response (Attachment A).
- A list of at least three (3) references from jobs with school districts, colleges, and/or public agencies, including name, address, and telephone number. (Attachment B). Do not list Twin Rivers Unified School District employees as references.

## 18. GENERAL COMPANY INFORMATION/QUALIFICATIONS:

- A brief history of the firm's business and organization.
- Firm's capability, qualifications, and experience for performing the subject services.
- A summary of the firm's employment policies and procedures, including any equal employment opportunity policies. Also, include a brief summary outlining the present composition of your workforce.



- Clearly identify any variation or non-compliance with the RFP's specifications.
- Please state whether any of the following events have occurred in the last five (5) years with respect to said Firm (as its current entity or as a predecessor entity). If any answer yes, explain fully the following:
  - a. Whether the Firm was subject of any order, judgment, or decree.
  - b. Whether said Firm's business was the subject of any civil or criminal proceeding in which there was a final adjudication adverse to Firm.
  - c. Whether a petition under bankruptcy, insolvency, or receivership was filed by or against the Firm within the last five years.
- Failure to provide required disclosure, submit officially signed documents, or respond to any and all information requested/required by the District will result in the proposal being declared non-responsive.

19. **MISCELLANEOUS:** Provide any additional information you feel may be relevant in evaluating your proposal.

20. **EVALUATION AND AWARD CRITERIA:** Proposals shall be evaluated based on the criteria listed hereunder. Information and/or factors gathered during interviews, discussions, and/or negotiations shall also be utilized in the final selection decision. The District reserves the right to waive any and all irregularities and award the contract to the firm or firms which, in the sole opinion of the District, best fulfills the terms and conditions of this request.

21. **EVALUATION CRITERIA ASSIGNED WEIGHTS:**

To be deemed "responsive," proposals must be received by the deadline and address all requirements of this RFP. Responsive proposals will be scored by a District panel using the following criteria:

- A. Experience with Student Charter Bus Transportation  
*20 points*
- B. Cost proposals  
*40 points*
- C. Experience working with large school districts  
*10 points*
- D. References  
*10 points*
- E. Ability to meet schedule  
*15 points*
- F. Quality of Fleet  
*5 points*



Award of contract(s) will be based upon the proposal scores and, if required, follow-up interviews at the District's option. Contract awards are conditional on final approval by the Twin Rivers USD Board of Trustees. The District reserves the right to:

- Request an interview with and/or additional information from any firm before its selection.
- Select the firm that, in the District's judgment, will best meet the District's needs. Fees are an important factor but are not the sole factor in selecting.
- Reject any and all proposals or waive any non-statutory informality. The Board's decision to accept or reject the contract shall be final.
- Award a contract, multiple contracts, or portions of the whole, to more than one firm;
- Not to award a contract due to proposals received or for any other reason.

The decision of the District panel and Board of Trustees will be final. **August 27, 2024** is the target date for the award of contracts by the Twin Rivers USD Board of Trustees.

Thank you for your interest in serving the needs of the Twin Rivers Unified School District. The District invites you to respond and looks forward to receiving your firm's proposal.



**PROPOSAL FORM**

Having carefully examined the Proposal Notice, Terms, Conditions, Specifications, and Proposal Form, the undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the specifications and conditions at quoted prices unless noted in writing.

The undersigned affirms that they are duly authorized to execute this proposal and that this company, corporation, firm, partnership, or individual has not prepared this proposal in collusion with any other proposer.

ADDENDA (if any): Issued in accordance with the Instructions to Proposers, the undersigned acknowledges receipt of Addenda Nos. \_\_\_\_\_ dated \_\_\_\_\_.

The undersigned hereby proposes and agrees to furnish and deliver the goods and services per the terms, conditions, specifications, and quoted prices.

Corporate Seal  
(if a corporation)

\_\_\_\_\_

Proper name of Individual, Company, or Corporation

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Type or Print Signer's Name

\_\_\_\_\_

Title

\_\_\_\_\_

Address

\_\_\_\_\_

Telephone

\_\_\_\_\_

E-mail

\_\_\_\_\_

Date





**ATTACHMENT A**

**NON-COLLUSION DECLARATION**

(Public Contract Code Section 7106)

\_\_\_\_\_deposes and says that  
*(Name of Authorized Representative)*

he/she is \_\_\_\_\_ of \_\_\_\_\_  
*(Title) (Firm Name)*

the party providing the foregoing proposal; that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the respondent has not directly or indirectly colluded, conspired, connived, or agreed with anyone else to put in a sham proposal; that the respondent has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other respondent, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are factual; and, further, that the respondent has not, directly or indirectly, submitted his or her price or any breakdown thereof, or the contents thereof, or divulged information of date relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member of agent thereof to effectuate a collusive or sham proposal.

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

\_\_\_\_\_  
*(Typed or Printed Name)*



**ATTACHMENT B**

**REFERENCES**

Per Article 21, list at least three references of contracts with school districts, colleges, and/or public agencies within the last five years.

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Name of Organization

---

Address

City

State

Zip Code

---

Telephone

Email

---

Name of Organization

---

Address

City

State

Zip Code

---

Telephone

Email

---

Name of Organization

---

Address

City

State

Zip Code

---

Telephone

Email



**ATTACHMENT C**

**DISTRICT SERVICES AGREEMENT**