



BID NO. 2023-24 (R1)
ONE TO SIX STUDENT PASSENGER SHUTTLE TRANSPORTATION SERVICES

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All forms marked with an asterisk (*) shown above must be completed and returned by interested bidders prior to the bid deadline which is **not later than 10:00 a.m. on Monday, August 28, 2023.**

A mandatory bidder's conference will be held on **Thursday, August 10, 2023 at 1:00 p.m.** for the purpose of acquainting prospective bidders with the bid documents and bid requirements. Bidders are required to attend the mandatory bidder's conferences.

If any person contemplating submitting a bid for the proposed contract is in doubt as to the true meaning of any part of the specifications, or other proposed contract documents, or finds discrepancies in, or omissions from the specifications, bidder is instructed to contact Rosana McLeod, Director of Purchasing, Rowland Unified School District to **request an interpretation or correction** thereof no later than **10:00 a.m. on August 21, 2023 by email: rmcleod@rowlandschools.org.**



ROWLAND UNIFIED SCHOOL DISTRICT
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NOTICE TO BIDDERS

NOTICE IS HEREBY GIVEN that the ROWLAND UNIFIED SCHOOL DISTRICT, acting by and through its Board of Education, hereinafter referred to as **the District will receive up to, but not later than 10:00 a.m. on Monday, August 28, 2023 sealed bids for the award of contracts for the following:**

**ONE TO SIX STUDENT PASSENGER SHUTTLE TRANSPORTATION SERVICES
Bid No. 2023-24 (R1)**

Such bids shall be received at **Rowland Unified School District, District Purchasing Department Office, 1830 S. Nogales Street, Rowland Heights, CA 91748** at the stated time and place.

Each bid must conform and be responsive to this invitation, the Information for Bidders, the Specifications, and all other documents comprising the contract documents. Copies of the Contract Documents may be obtained in the Rowland Unified School District Purchasing Department by emailing Rosana McLeod at rmcleod@rowlandschools.org.

A mandatory bidder's conference will be held on August 10, 2023, at 1:00 p.m. for the purpose of acquainting all prospective bidders with the bid documents and bid requirements. Potential Bidders are to meet at the **Rowland Instructional Center, (RIC), 1006 S. Otterbein Ave, Rowland Heights, California 91748. It is mandatory that all bidders attend this conference. Please call (626) 854-8387 to confirm your attendance at the pre-bid conference.**

The District intends to award contracts to responsive and responsible bidder(s) for the services described above. Because it is known that the lowest bidder may not be able to meet all the needs of the District on any given date/time, qualified contractors will be awarded contracts and will be given an opportunity to provide trips in the order of their ranking that will result from the bids submitted by responsive and responsible contractors.

The District reserves the right to reject any or all bids, to accept or to reject any one or more items of a bid, or to waive any irregularities or informalities in the bids or in the bidding.

No bidder may withdraw his bid for a period of sixty (60) days after the date set for the opening of bids.

Publication: San Gabriel Valley Tribune
Monday, July 31, 2023 and Monday, August 7, 2023



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INFORMATION FOR BIDDERS

1. **SECURING DOCUMENTS:** Specifications and other contract document forms will be available without charge, and may be secured by prospective bidders from the Purchasing Department of Rowland Unified School District, Purchasing Department, 1830 S. Nogales Street, Rowland Heights, CA 91748. The bid and an update will be posted on our District's website at www.rowlandschools.org

2. **PROPOSALS:** Bids to receive consideration shall be made in accordance with the following instructions:
 - A. Bids shall be made upon the form therefore obtained at the Purchasing Department office of the Rowland Unified School District, properly executed. Bids shall be written in ink or by typewriter before submission. Bids are to be verified, as they cannot be corrected after bids are opened. The signature of all persons signing shall be in longhand. The completed form shall be without interlineations, alterations, or erasures. Alternative proposals will not be considered unless requested in the specifications. No oral or telegraphic modifications will be considered. Indicate "no bid" in areas that you do not intend to provide services. Price shall not include sales tax.

 - B. Before submitting a bid, bidders shall carefully examine specifications, and the forms of other documents. They shall fully inform themselves as to all existing conditions and limitations, and shall insure that unit cost and total cost is reflected in the bid. No allowance will be made because of lack of such examination or knowledge.

 - C. No bid shall include California sales or use tax, or Federal excise tax.

 - D. Bids shall be delivered to said Rowland Unified School District, or its representative, at its office on or before the day and hour set for the opening of bids in the NOTICE TO BIDDERS published in the San Gabriel Valley Tribune which bids shall be enclosed in a sealed envelope bearing the description of the bid call, the name of the bidder, to see that the bid is received in proper time. Any bids received after the scheduled closing time for receipt of bids shall be returned to the bidder unopened.

3. **ADDENDA OR BULLETINS:** Any addenda or bulletins issued by the District during the time of bidding or forming a part of the documents issued to the bidder for the preparation of the bid shall be covered in the bid and shall be made a part of the Contract. Addenda will be posted on District's website at www.rowlandschools.org

4. **WITHDRAWAL OF BIDS:** Any bidder may withdraw their bid, either personally or by a written request, at any time prior to the scheduled time for opening of bids, but not after.

5. **OPENING OF BIDS:** Bids will be opened at the time and place scheduled in the NOTICE TO BIDDERS.



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6. **AWARD CRITERIA OR REJECTION OF BIDS:** The District intends to award contracts to responsive and responsible bidder(s) for the services described herein. Because it is known that the lowest bidder may not be able meet all needs of the District on any given date/time, qualified contractors will be awarded contracts and will be given an opportunity to provide available trips in the order of their ranking that will result from the bids submitted by responsive and responsible contractors. The lowest bidder will receive the most favored position in terms of getting the first right of refusal of the district's business. Therefore, the District will offer available trips to the lowest bidder and, as the need arises, progress to the next low bidder, third lowest bidder and, until all of the bidding Contractors are booked including the high bidder.

All trip quantities included in these documents are estimates only and are only inserted for bid comparison purposes. Companies awarded contracts are to invoice for actual trip quantities as ordered by District Transportation Department staff.

The Board of Education of the Rowland Unified School District, however, reserves the right to reject any or all bids, to accept or reject any one or more items of a bid, and to waive any informality in the bids or in the bidding.

7. **WITHDRAWAL OF BIDS AFTER OPENING:** No bidder may withdraw their bid for a period of sixty (60) days after the date set for the opening thereof.

8. **AGREEMENT:** The form of agreement, which the successful bidder, as contractor, will be required to execute, is included in the contract documents and should be carefully examined by the bidder. The agreement will be executed in two (2) original counterparts. The complete contract consists of the following documents: Notice to Bidders, the Information for Bidders, the Accepted Bid, the Contract Specifications, and the Agreement, including all modifications thereof duly incorporated therein. All of the above-named documents are intended to be complementary so that any instructions or requirements called for in one and not mentioned in the other, or vice versa, are to be executed the same as if mentioned in all said documents. The intention of the documents is to include all labor, materials, equipment, transportation and services necessary for the proper delivery and installation of all items called for in the Contract.

9. **INTERPRETATION OF DOCUMENTS:** **If any person contemplating submitting a bid for the proposed contract is in doubt as to the true meaning of any part of the specifications, or other proposed contract documents, or finds discrepancies in, or omissions from the specifications, bidder is instructed to contact Rosana McLeod, Director of Purchasing, Rowland Unified School District, to request an interpretation or correction thereof no later than 10:00 a.m. on August 21, 2023, by e-mail: rmcleod@rowlandschools.org.** The District requires that such request be in writing, in which case the person submitting the request will be responsible for its prompt delivery. Any interpretation or correction of the proposed documents will be made only by Addendum duly issued by said bid administrator and a copy of such Addendum will be mailed or delivered to each person receiving a set of the contract documents. At the option of the Director, all addenda may be mailed, delivered, faxed, made available for pick-up or sent via electronic mail. The District will not be responsible for any other explanation or interpretation of the proposed documents. No oral interpretation of any provision in the contract documents will be made to



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any bidder. Numbers spelled out in words will take precedence over numerals/figures.

10. **BIDDERS INTERESTED IN MORE THAN ONE BID:** No person, firm, or corporation shall be allowed to make or file or be interested in more than one bid for the same work, unless alternate bids are called for. A person, firm, or corporation submitting a sub-proposal to a bidder, or who has quoted prices on materials to a bidder, is not thereby disqualified from submitting a sub-proposal or quoting prices to other bidders. No person, firm or corporation shall be allowed to bid who has participated in the preparation of contract specifications; a bid by such a person, firm or corporation shall be determined to be non-responsive.

11. **ASSIGNMENT OF CONTRACT:** No assignment by the Contractor of any contract to be entered into hereunder or any part thereof, or of funds to be received thereunder by the Contractor, will be recognized by the District unless such assignment has had the prior approval of the District.

12. **BID SECURITIES, PERFORMANCE BONDS, PAYMENT BONDS:** No bonds are required for this contract.

If any other bonds or guarantees are required by the District of the bidders or the successful bidders, those bonds or guarantees are so stated in the Specifications of these bid documents.

13. **DEMONSTRATIONS:** If the District considers a need, bidders shall be required to arrange demonstrations of items or services bid. Failure to be able to provide such working demonstration may disqualify the bidder's bid submittal.

Unless otherwise requested by the District, bidders shall be required to provide the requested demonstrations at the District's facility. **ALL DEMONSTRATIONS SHALL BE PROVIDED FREE OF CHARGE TO THE DISTRICT** Bidders may be required to reimburse the District for travel to demonstrations not held at the District's facility.

14. **EQUAL BIDS:** When bids are equal, they shall be awarded by a drawing of lots, and shall be witnessed by three (3) impartial observers.

15. **ESTIMATED USAGE QUANTITIES:** The District anticipates contract quantity requirements for the supplies/equipment listed in the bid sheets. The District, however, does not guarantee orders in these amounts nor shall the District be required to limit its orders to only those figures. This is an indefinite-quantity bid. Bidders shall not specify minimum or maximum quantities or charges for specific order types. Unlimited orders within the term of the contract shall be allowed at the prices bid.

16. **DISABLED VETERAN BUSINESS ENTERPRISE REQUIRMENTS:** This bid is **not** subject to DVBE 3% participation requirements.

17. **TOBACCO FREE SCHOOLS:** State law prohibits tobacco or use of tobacco on any District property.



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CONTRACT SPECIFICATIONS

Scope: The District's intent is to contract for student transportation services to augment the services the District is able to provide with its own forces.

Shuttle Transportation -The District also has need for student shuttle services, which may include transporting one or several students up to as frequently as on a daily basis from home-to-school and back when the needed service is not provided by the District's home-to-school resources. Successful contractors will be required to supply passenger vehicle equipment and drivers that meet all State and District requirements.

Initial Term: The initial agreement shall be for a period of one (1) year beginning from the date of contract commencement after award.

Bid Rates: The District will not accept any rate adjustments during the contract period unless such adjustments will be in the District's best interest as determined by the Purchasing Department.

Discount for multi-bus charters will not be considered in awarding trips. Contractors are encouraged to include any discounts into their bid price(s) at the time of bid.

Premium rates that are additional to bid prices for weekend, time of the year or special event charter will not be considered.

Hourly charges for overages will be billed and paid at quarter hour increments based on actual overages.

Contract Extension: Rowland Unified School District, reserves the right to consider the extension for up to four subsequent one-year periods beginning the day after the end of the initial term. In addition, the District reserves the right to further extend this contract to the full extent allowed by law. Factors that will influence the District in exercising this option will be satisfactory service being rendered by the holder(s) of the contract and that any increase in price requested for the extension be a nominal amount and not excessive as measured by local market conditions. A price increase request shall be fully justified by vendor and proved by submission of economic data from independent sources.

Extension Rates: The rates shall be subject to adjustment upward or downward once each year commencing with the beginning of the next year in the contract period. **Rate increases shall not exceed the non-deficit Revenue Limit Cost of Living Allowance (COLA) as determined by the State of California for that fiscal year.** The successful bidder(s) must notify the District in writing of their desired price changes for the upcoming extension period no less than sixty (60) calendar days prior to the end of the current contract term. The District reserves the right to reject said price changes and not renew contract, if it is felt to be in the best interest of the District to do so.

If the contract is extended and a price increase is agreed to, the appropriate pricing will be determined based on the trip booking date (not trip date). Trips booked prior to the end of the



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current contract term will be at the rate in effect for that contract term, even if the trip will be taken in the next contract term.

Contractor Requirements: The District expects that all bidders, 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 subcontractor's) of the bidding company. Bidders may NOT subcontract out any portion of the work to be provided under this contract.

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 and that all drivers of such vehicles will likewise have a valid license whether or not passengers are students 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 that the equipment to be used in the execution of the contract, if awarded, does and will continue to meet all safety regulations.

Vendor shall submit a list of all qualified drivers including name, driver's license number and length of employment. Vendor shall submit a list of all buses/vehicles including year, model, VIN, and capacity. These lists shall be updated and sent to the District's Transportation Department quarterly.

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.

Authorized Order Process: The District may request transportation services verbally or in writing. Written orders must be acknowledged by the Contractor within 24 hours from the date of the order on the Contractor's standard order confirmation form. Verbal orders must be acknowledged within 8 hours and emergency situation within the hour.

ONLY ORDERS, VERBAL OR WRITTEN, PLACED BY THE TRANSPORTATION DEPARTMENT WILL BE ACKNOWLEDGED AND AUTHORIZED BY THE DISTRICT.

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, 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 award of contract or during contract term.

Hold Harmless: Contractor agrees to and does hereby indemnify, hold harmless and defend the District and its officers, agents and employees from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of:



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(a) Liability for damages for: (1) death or bodily injury to person; (2) injury to, loss or theft of property; or (3) any other loss, damage or expense arising out of (1) or (2) above, sustained by the Contractor or any person, firm or corporation employed by the Contractor, either directly or by independent contract, upon or in connection with the services called for in this Agreement, however caused, except for liability for damages referred to above which result from the sole negligence or willful misconduct of the District or its officers, employees or agents.

(b) Any injury to or death of any person, including the District or its officers, agents and employees, or damage to or loss of any property caused by any act, neglect, default, or omission of the contractor, or any person, firm or corporation employed by the Contractor, either directly or by independent contract, arising out of, or in any way connected with, the services covered by this Agreement, whether said injury or damage occurs either on or off District's property, except for liability for damages which result from the sole negligence or willful misconduct of the District or its officers, employees or agents.

(c) Any liability for damages which may arise from the furnishing or use of any copyrighted or uncopyrighted matter or patented or unpatented invention under this Agreement.

Liability Insurance: Contractor must carry a comprehensive general liability insurance policy with limits of One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage which may arise out of this Agreement in a form mutually acceptable to both parties to protect Contractor and District against liability or claims of liability to be in effect during the term of the contract. If a form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the District, or the general aggregate shall be twice the occurrence. The policy shall provide coverage for sexual abuse allegations.

Contractor agrees to name District and its officers, agents, employees and representatives as additional insured under said policy and to provide an endorsement to this policy evidencing such.

In addition, Contractor agrees to provide an endorsement to this policy stating, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by District shall be excess and noncontributory."

Contractor will also provide automobile liability insurance with limits of Five Million Dollars (\$5,000,000.00) per occurrence combined single limit for bodily injury and property damage. All policy periods shall be continuous through the term of the agreement and shall be valid and non-restrictive for interstate travel.

If awarded a contract, Contractor(s) shall provide District with certificates of insurance evidencing all coverages and endorsements required hereunder, including a thirty (30) day written notice of cancellation or reduction in coverage within ten (10) days of award notification.

Worker's Compensation Insurance: Contractor agrees to procure and maintain in full force and affect Worker's Compensation Insurance covering its employees and agents adequate to protect them from Claims under Workers' Compensation Laws and from claims for damages for Personal injury, including death, and damage to property, which may arise from Bidder's



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operations under the contract while these persons are participating in the activities hereunder. In the event a claim under the provisions of the California Workers' Compensation Act is filed against District by a bona fide employee of Consultant participating under this Agreement, Consultant agrees to defend and hold harmless the District from such claim.

Invoice/Billing/Trip Sheet: Invoice(s) will be honored only through the following procedures and are to be submitted no later than the 10th working day following the previous calendar month of service. If billing is late, for whatever reason, a two percent (2%) penalty of full billing charge will be assessed to the vendor, for each month late (not to exceed 20% of bill) and that amount is to be deducted from the invoice in the District's favor.

For charter service, a copy of the Contractor's standard trip document is to be filled out upon completion of the trip by the driver and the trip chaperon. This copy is to be sent to the Purchasing Department, Rowland Unified School District, 1830 S. Nogales St., Rowland Heights, CA 91748. There will be no exceptions to this procedure; non-compliance may cause delay in payment of invoice.

Accident Procedures: A. In case of accident, it shall be the responsibility of the vendor to first notify the California Highway Patrol and second, [notify the District's Transportation Department, Ventura Carrera, Director of Transportation Services and/or Mary Casian, Transportation Services Supervisor at \(626\) 965-5719.](#)

Within twenty-four (24) hours after the accident, the vendor shall furnish a written report of the accident to the District's Transportation Department.

Submission of Documents by Successful Bidder: Ten (10) working days from the notification by the District to the awarded vendor have been allowed for successful bidder to submit additional data required in the bid documents (i.e. proof of insurance and fingerprinting certification). If the successful bidder does not comply with the requirements, consideration must be given to the next lowest bidder.

Disputes: Except as otherwise provided in this contract, any dispute concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by the Superintendent or designee. This decision shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, capricious, arbitrary or to grossly erroneous as necessary to imply bad faith.

In connection with any dispute pending decision under this contract, the vendor shall proceed diligently with the performance of the contract and in accordance with the decision of the Superintendent or designee.



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Fingerprinting Requirements: The District has determined under Education Code section 45125.1 Subdivision (C) that in performing services pursuant to this Agreement, Contractor's employees may have contact with pupils. As required under Education Code Section 45125.1 , subdivision (A) Contractor shall require their employees who will provide services pursuant to the Agreement to submit their fingerprints in a manner authorized by the Department of Justice together with a fee determined by the Department of Justice together in order to conduct a criminal background check to determine whether such employees have been convicted of or have charges pending for a felony as defined under Education Code Section 45122.1.

Contractor shall not permit any employee to perform services that may come in Contact with pupils under this agreement until the Department of Justice has determined that the employee has not been convicted of a felony or has no criminal charges pending for a felony as defined in Section 45122.1.

Contractor shall certify in writing to the Board of Education of the District, to the Attention of Rosana McLeod, Director of Purchasing, 1830 S. Nogales St., Rowland Heights, CA 91748, that all of its employees who may come in contact with pupils have not been convicted of or have no criminal charges pending for a felony as defined in Education Code section 45122.1. Contractor will provide a listing of employees who may come in contact with pupils.

Contractor shall defend, indemnify, protect and hold the District and its agents, officers and employees harmless from and against any and all claims asserted or liability established for damages or injuries to any person or property which arise from or are connected with or are caused or claimed to be caused by Contractor's failure to comply with all of the requirements contained in Education Code section 45122.1, including but not limited to, the requirement prohibiting Contractor from using employees who may have contact with pupils who have been convicted or have charges pending for a felony as defined in Education Code section 45122.1.

Fingerprints will not have to be redone for SPAB drivers as fingerprints have been submitted through DMV. Contractor shall still have to certify in writing that all employees who may come in contact with pupils have not been convicted of or have no criminal charges pending for a felony, as defined in Education Code Section 45122.1.

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.

Communication: The District requires vehicle to vehicle communication and emergency communication. Cellular phones, while not required, are preferred.

Driver Responsibilities: The trip chaperon and the driver must work in unison on any trip. However, when a safety or driving-related issue is concerned, the driver has the final authority and ultimate responsibility.



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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 vehicle and unless excused by the trip chaperon, will remain in the immediate area of the vehicle.

A school vehicle shall not be put into motion until all passengers are seated (CCR 1217E). All passengers must remain seated while the vehicle is in motion. The trip chaperon must coordinate their movements on the vehicle with the driver to ensure his/her safety.

Driver 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 cancelled due to these conditions.

In the event that a driver encounters reduced visibility during a trip which in their opinion causes it to be unsafe the driver has the responsibility to pull 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.

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 gives signed proof on trip sheet or card certifying that they have given the safety instruction to the group, prior to departure of the trip.

Cancellations: A charge of fifty percent (50%) of the contracted trip price will apply if a trip is cancelled within four hours prior to the trip departure. A charge of twenty-five percent (25%) of the contracted trip price will apply if a trip is cancelled within forty-eight (48) hours prior to the scheduled trip departure. No charge will apply if a trip is cancelled more than forty-eight (48) hours prior to the scheduled trip departure.

Shuttle Service Charges: Shuttle service charge shall be based on the distance from student pickup point to student drop of point.

Shuttle Routes and Combination of Riders: Shuttle routes and combination of riders will be subject to the district's approval. If riders are combined on routes, only actual miles in route will determine trip price.

Attendants/Aides: The District may have a need to require that an attendant accommodate a student or students. 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.



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BID FORM

The undersigned hereby proposes and agrees to furnish, and deliver the goods and services in accordance with the terms, conditions, specifications and prices herein quoted.

Corporate Seal
(if a corporation)

Proper name Company or Corporation

Signature of Company's Authorized Agent

Type or Print Agent's Name

Title

Address

Telephone

Date

E-Mail Address

Company Website

References: (List the names and contact information of a minimum of three (3) school districts to which the bidder currently provides similar services). Use an additional sheet of paper if necessary.

Acknowledgment of Bid Addenda. The Bidder confirms that this Bid Proposal incorporates and is inclusive of, all items or other matters contained in Bid Addenda issued by or on behalf of the District. Received, acknowledged and incorporated into this Bid Proposal the following Addenda:

(List Addenda)

(Initials of Bidder's Representative)

Bid 2023/24: (R1) One to Six Student Passenger Transportation Services Bid Submitted by: _____

Company Name

BID FORM (Continued)

Shuttle Service		a	b	c	d	e	f	g	h
		***Est No. of Trips Per Year	Flat Rate up to 25 miles	Flat Rate 25 mile +					Extension For Bid Comparison Purposes
	Passenger Van								
13.1	Vehicle to accommodate min. 1 to 6 passengers.	200x							
13.2	Vehicle to accommodate min. 1 to 6 passengers	200x							
13.3	Vehicle to accommodate min. 1 to 6 passengers wheelchair student	200x							
13.4	Vehicle to accommodate min. 1 to 6 passengers wheelchair student	200x							
13.5	TOTAL BID FOR SHUTTLE SERVICE (Add totals in 13.1 h with total in 13.4 h. Insert total in 13.5 h.)								\$

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Company Name

BID FORM (Continued)

Shuttle Service		a	b	c	d	e	f	g	h
	Passenger Car 1-4	***Est No. of Trips Per Year	Flat Rate up to 25 miles	Flat Rate 25 miles +					Extension For Bid Comparison Purposes
14.0	passenger car 1-4	200x							
14.1	passenger car 1-4	200x							
14.2	TOTAL BID FOR SHUTTLE SERVICE (Add totals in 14.0 h with total in 14.1 h. Insert total in 14.2 h.)								\$

INSURANCE

In accordance with paragraph 14 and 15 of this Independent Contractor Agreement dated _____ between _____ and Rowland Unified School District, _____ for services to _____

_____ the following coverage and proof thereof must be provided prior to commencing any services.

- Commercial General Liability Insurance**
Limits of One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage and:
 - Endorsement naming the District and its officers, agents and employees as additional insureds
 - Endorsement stating, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by District shall be excess and noncontributory"

- Professional Liability Insurance**
Limit of Liability One Million Dollars (\$1,000,000)

- Automobile liability covers "any auto" (and/or non-owned)**
Limits of Five Million Dollars (\$5,000,000) per occurrence combined single limit for bodily injury and property damage

- Worker's Compensation Insurance**

**CERTIFICATION OF
CRIMINAL RECORDS CHECK**

To the Board of Education of the Rowland Unified School District:

I, _____ (name of Consultant's authorized representative) certify that:

1. I have carefully read and understand California Education Code Section 45125.1 required by the passage of AB 1610, 1612, and 2102. See the following internet site to review code: <http://www.leginfo.ca.gov/calaw.html>
2. Due to the nature of the work _____ will be performing for the District, company employees may have contact with students of the District.
3. None of the employees who will be performing the work have been convicted of a violent or serious felony as defined in the Notice and in Penal Code Section 1192.7 and this determination was made by a fingerprint check through the Department of Justice.

I declare under penalty of perjury that the foregoing is true and correct.

Executed at _____, California on _____ (date).

Signature

Typed or Printed Name

Title

Company Name

Address

Telephone

E-Mail Address

**ONE TO SIX STUDENT PASSENGER SHUTTLE TRANSPORTATION SERVICES
RFQ/RFP # 2023/24:R1**

**NON-COLLUSION DECLARATION
PUBLIC CONTRACT CODE § 7106**

TO BE EXECUTED BY VENDOR/PROPOSER

State of California)
County of _____) ss.

I, _____, in my position as _____ of _____, the party making the foregoing bid/proposal, declare that the bid/proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid/proposal is genuine and not collusive or sham; that the bidder/proposer has not directly or indirectly induced or solicited any other bidder/proposer to put in a false or sham bid/proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder/proposer or anyone else to put in a sham bid/proposal, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid/proposal price of the bidder/proposer or any other bidder/proposer, or to fix any overhead, profit or cost element of the bid price, or of that of any other bidder/proposer, 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 bid/proposal are true; and, further, that the bidder/proposer has not, directly or indirectly, submitted his or her bid/proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid/proposal depository, or to any member or agent thereof to effectuate a collusive or sham bid/proposal.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed this ____ day of _____, 2023, at _____, California.
(City)

(Signature of Bidder/Person Submitting Proposal)