

GENOA-KINGSTON CUSD #424

Invitation To Bid
Transportation Services

TRANSPORTATION BID SPECIFICATIONS

Bids will be accepted until 2:00 pm on Thursday, March 1, 2012

Sealed bids must be sent to:

Brad Shortridge
Assistant Superintendent
Genoa-Kingston CUSD #424
980 Park Ave.
Genoa, IL 60135

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Section A: Specifications for Student Transportation Contract

Genoa-Kingston CUSD #424 (the “School District”) is soliciting a bid for transportation of eligible School District students for a three-year period beginning no later than August 1, 2012 and terminating June 30, 2015.

Bidders will be required to submit all materials set forth in Part I of these Specifications, “Qualifications of Bidder”, and shall bid strictly in accordance with the requirements set forth in Part II, “Notice to Bidders”.

I. QUALIFICATION OF BIDDERS

1. The transportation of students involves compliance with applicable federal and state statutory and regulatory requirements concerning the operation and equipping of school buses. Both federal and state administrators monitor the actions of the school authorities in this area and compliance with federal and state regulations is mandatory. In view of these circumstances, only contractors with a minimum of five (5) years of consecutive (must have been operating since 2006) relevant experience for education transportation may be deemed acceptable, responsible bidders.
2. The following are items that will also be considered in determining whether or not a proposed contractor is a responsible bidder. References to “bidder”, “applicant”, and “contractor” shall be the same entity. This list shall be deemed non-exclusive, and the School District shall be entitled to take into account any other information the School District has obtained or has been provided by bidder relevant to the determination of whether the bidder is an acceptable responsible bidder.
 - a. The bidder must have five continuous years of relevant experience transporting public school students, preferably in at least two districts of similar size (1,500- 3,000 students- approximately 1300 riders). The bidder must submit a listing of contracts secured within the last five years to support such experience, indicate whether bidder still holds those contracts (and if not, must explain in writing why not) and provide the names, addresses and telephone numbers of the applicable school district personnel for those contracts.
 - b. The bidder must submit a list of at least four current contracts for transportation of students in Northern Illinois/Southern Wisconsin. The list shall include the size of the contract, number of buses required, number of drivers required and the addresses and telephone numbers of direct contacts for the contracts listed. The School District will use this information to ascertain the degree of satisfaction with service rendered by the bidder. Only contracts within the geographic area served by your local office (if you are a national company) need to be included. The geographic area needs to include at a minimum, Illinois, Wisconsin and Indiana.
 - c. The applicant shall list each contract that has been terminated by a school district for cause (not a lost bid) within the last five years and the reason for such termination. Failure to disclose such information will be grounds for disqualifying the applicant.

- d. The bidder must submit documentation confirming that the applicant will be able to initiate service by August 1, 2012 for the School District with the average age of buses not to exceed seven (7) years and no vehicle older than ten (10) years. Detailed information must be submitted that will support these requirements.

- e. The applicant must provide assurance that a local office and a bus garage will be maintained within the boundaries of School District #424 to facilitate access and efficiency of operations. This location should be the current Transportation Department area, which is located behind Genoa-Kingston High School (980 Park Ave, Genoa, IL) in which buses are housed, and the following operations areas are in place: Transportation Department offices; fueling station; bus garage. Those facilities are completely adequate. Furthermore, the vendor would not be charged rent or usage fee for use of that facility nor would the vendor pay utility costs associated with that facility. However, the vendor would be responsible for keeping the facility clean and organized. The district expects that use of the facility at no charge would be favorably reflected in the bid document pricing.

- f. The local office is to be staffed appropriately. Currently, in addition to drivers, the School District employs a Director of Transportation and is supported by multiple drivers who conduct clerical functions in addition to driving. The contractor will provide an adequate staff of experienced personnel, capable of and devoted to the successful accomplishment of operating an efficient pupil transportation department, including, but not limited to, ensuring proper vehicle maintenance, submission of appropriate paperwork, an appropriate level of communication with the School District, and other necessary activities as the contractor and School District may determine. The contractor will provide clean pupil transportation vehicles each school day. The contractor will provide qualified staff according to what the contractor, using its best professional judgment, believes is necessary to complete the required Pupil Transportation Services under these Specifications. Safety of students and unimpeded delivery of the instructional programs is essential. It is the responsibility of the contractor to provide sufficient personnel to ensure that these requirements are met on a daily basis. The applicant must provide at a minimum a general/relationship manager who will be the primary point of contact for the School District. This person must be capable of making daily decisions without “home office” consultation. Additional operations positions will be included at the discretion of the applicant and must be communicated to the School District. At a minimum, there must be one or more contractor employees staffing the office at all times when buses are in operation. A description of the anticipated staffing must be included with the bid. Furthermore, if the local office does not physically have vehicle repair/maintenance staff housed locally, bidder shall detail how they plan to provide those services not housed at the local office. (Currently, repairs that are not completed in-house are sent to a local automobile dealership service department). Resumes for all contractor administration and school liaison positions must be included with the bid. School District has the right to take an active role in any interview

processes for the aforementioned positions and will have the final decision as to the candidate(s) to be hired in those positions.

By submitting a bid, bidder understands that providing qualified personnel is critical to this bid and the School District will consider the qualifications and organization of the proposed personnel and positions when deciding which bidder is the lowest and most responsible bidder.

- f. Documentation of a comprehensive safety program must be submitted with the bid.
 - g. The applicant must submit (or otherwise make available for inspection) audited financial statements prepared by a Certified Public Accountant for the last three fiscal years.
3. Every bidder shall certify that they are currently and will remain in compliance with all of the following: the Fair Employment Practices Act of Illinois, Equal Employment Opportunity Act, Illinois Human Rights Act (as it relates to Sexual Harassment), Illinois Drug Free Workplace Act, the Illinois School Code, including §10-21.9(f) as it relates to criminal background investigations, and other school district specific policies such as no smoking on school district property.
 4. Every bidder shall agree to indemnify, hold harmless and defend School District Board of Education members, officers, employees, student teachers and agents thereof against suits, action, legal proceedings, claims and demands, and against all damages, loss, cost, expense and attorney's fees, in any manner caused by, arising from, incidental to, connected with or growing out of operation of buses under any written contract with School District.
 5. Bidder must provide composite information about the criminal and disciplinary records, including alcohol and other substance abuse, Department of Children and Family Services complaints and investigations, traffic violations, and license revocations or any other licensure problems, of any employees of the contractor.
 6. Each bidder must provide a notarized affidavit signed by the president or CEO of the bidder that each of its employees has completed a recent criminal background check prior to submission of the bid. For employees hired after a successful bidder enters into a contract with the School District, an affidavit with the information above must include those employees prior to those employees coming for the first day of work for the School District.

PUBLIC NOTICE

NOTICE TO BIDDERS

The Board of Education of Genoa-Kingston CUSD #424 is accepting sealed bids for:

TRANSPORTATION SERVICES

Sealed bids will be received until 2:00 PM CST, Thursday, March 1, 2012, at the Genoa-Kingston CUSD #424 District Office, 980 Park Avenue, Genoa, IL 60135, at which time they will be publicly opened and read in the Community Room.

A public hearing will be held on March 20, 2012 @ 7:00 pm to discuss the board of education's proposal to contract with a contractor.

Bid specifications will be available on **Thursday, February 16, 2012 after 10:00 am CST**. To obtain bid specifications please contact Brad Shorridge at 815-784-6222 or via email at bshortri@gkschools.org.

Direct any questions in writing to Brad Shorridge at the contact information above. Questions will be answered in writing and sent via email to all bidders.

II. BIDDING INSTRUCTIONS

Schedule of Events:

Event	Date and Time (CST)
Bid Materials Available	Thursday, February 16, 2012 after 10:00am
Deadline for submitting bids and bid opening	Thursday, March 1, 2012 @ 2:00 pm
Public Hearing	Tuesday, March 20, 2012 @ 7:00pm
Board of Education Meeting- Consideration of Recommendation	Tuesday, March 20, 2012 @ after the public hearing

Bidding documents include the Public Notice to Bidders, Specifications for Student Transportation Contract, and the Official Bid Form including any addenda issued prior to the receipt of bids. It is the responsibility of the prospective bidders to furnish accurate fax numbers and e-mail addresses to the School District in order to insure timely notice of any addenda.

Bids on the contract will be received no later than **Thursday, March 1, 2012 @ 2:00 pm** at the Genoa-Kingston CUSD #424 District Office, 980 Park Ave., Genoa, IL 60135.

A public hearing will be conducted by the Board of Education to discuss the school board's proposal to contract with a third party to perform transportation services on **March 20, 2012 @ 7:00 pm** in the Genoa-Kingston Community Room at Genoa-Kingston High School, 980 Park Avenue, Genoa, IL, 60135.

The following conditions shall apply:

1. Bids shall be made only on the official bid form and in strict accordance with these specifications and all other bidding documents.
2. All bids shall be deemed to be final, conclusive, and irrevocable and no bid shall be subject to correction or amendment for error or miscalculation once submitted. The School District reserves the right to reject any and all bids, to accept bids in whole or part and to waive irregularities or defects in any proposal should it deem such action to be in the best interest of the School District.
3. The successful bidder will be required to enter into a transportation contract with the School District at the bid prices set forth herein. The transportation contract shall be consistent with, and shall include at a minimum, the specific terms and conditions set forth in Part III of these specifications.
4. For the purpose of bidding, the bidder shall have access to current bus routes and stop locations. Current routes include transportation for regular and special needs students from grades Pre-K through 12. See Exhibit B for details on how to obtain this information.

5. Unless otherwise provided in any supplement to the Public Notice to Bidders, no bidder shall modify, withdraw or cancel his/her bid or any part thereof for one hundred and forty (140) days after the time designated for the receipt of bids in the Public Notice to Bidders. It should be noted that the current collective bargaining agreement is in effect until June 30, 2012. Thus, the Board cannot enter into a formal agreement until July, 2012. All addenda shall be incorporated into these specifications by reference, shall take precedence over all other bidding documents and prior addenda to the extent of any inconsistency therewith and shall be incorporated into a final transportation contract between the successful bidder and the School District.
6. The School District shall be responsible for receiving and opening all bids for the district transportation bid submission. All bids should be sealed in an envelope addressed to Brad Shortridge, Assistant Superintendent, Genoa-Kingston CUSD #424, 980 Park Ave, Genoa, IL 60135, and have marked on the envelope **“Transportation Bid.”** It is the responsibility of the bidder to see that the bid arrives before the specified time for bid opening.
7. Each bidder shall carefully examine all contract documents and addenda thereto, and shall thoroughly familiarize him/herself with the detailed requirements thereof prior to submitting a bid. Should a bidder find discrepancies or ambiguities in or omissions from documents in the bid specifications, or should he/she be in doubt as to their meaning, he/she shall at once notify the Assistant Superintendent, who will, if necessary and at his discretion, send written addenda to all bidders. All bidders’ requests for clarification and school district instructions must be written. Oral instructions will not have effect. After bids are received, no allowance will be made for oversight or mistake by bidder.
8. Based upon the review of the bids by the Board of Education of School District, the Board of Education shall determine the lowest responsible bidder, giving equal weight to price and the qualifications of the respective bidder submitted in accordance with Section I above. The School Board, if it so desires, anticipates making a determination on a successful bidder or rejecting all bids approximately one hundred twenty (120) days after the bid opening. Subsequently, in July, 2012, the winning bidder shall be awarded the bid and required to enter into a written contract with the School District, which contract shall substantially include the terms and conditions set forth in Section III of these specifications and shall include no material variations therefrom.

Notwithstanding anything contained herein to the contrary, a public hearing will take place on March 20, 2012 at 7:00 pm CST, prior to a regularly scheduled Board of Education meeting. Subsequently, during the Board of Education meeting on March 20, 2012, after the public hearing, it is anticipated that all bids received will be taken under consideration by the Board of Education.

9. Each bid must be accompanied by a Bid Bond or certified check, in the amount of ten percent (10%) of the base bid total. Bid Bonds or certified checks will be returned concurrent with the bid award decision except that of the successful bidder. The certified check or bid bond of the successful bidder will be returned when the performance bond is received from the successful bidder (or when the performance bond requirement is waived by the School District).

The School District reserves the right to require the successful bidder, at its sole cost and expense, to provide a Performance Bond equal to one-hundred percent (100%) of the second highest bid covering the initial year of the contract, which Bond limit shall be modified to provide continuing 100% coverage during each subsequent year of the contract. The bond shall be placed with a surety company or companies having a minimum Best's rating of Class XV and licensed to do business in the State of Illinois. Each bid shall be accompanied by a letter from an authorized bonding company or agent therefor affirmatively stating that such a bond in favor of the School District will be issued, if required, within thirty (30) of bid award. Failure to deliver the bond within said thirty (30) day period shall result in disqualification and rejection of the bid. Please list the credit or cost reduction if the performance bond is waived.

10. The School District currently has a bus lease for 19, IC 77-passenger air brake buses and one IC BE wheelchair bus with hydraulic brakes, all 2011 model year. The lease runs through June 30, 2013. Here are the options from which bidder must choose regarding this lease:

- o Option #1- Cancel the lease at a fee of \$4,000 per bus (20 buses x \$4,000= \$80,000).
- o Option #2- The successful contractor can negotiate with Midwest Transit and Sovereign Leasing to purchase the buses themselves for the prices stated below, thus relieving the school district of any financial or other responsibility under the lease. Midwest Transit indicates that the costs shown do not include sales tax, license and title fees, or delivery (though the buses are already here, so there should be no delivery charge.)

▪ 19, 77-passenger buses @ \$69,000 each=	\$1,311,000
▪ 1 wheelchair bus @ \$63,000=	<u>\$63,000</u>
TOTAL=	\$1,374,000

- o All buses would be sold as-is.
 - o All costs associated with this transaction will be paid by the Successful Bidder who is awarded the bid.
 - o It is the intent of the Genoa-Kingston School District that the successful contractor will negotiate with the current leaseholder (Sovereign Leasing) and Midwest Transit to purchase/lease the 20 said vehicles. Any additional school buses required to fulfill pupil transportation services will be purchased/leased by the successful contractor pursuant to the contract. **Penalties associated for School District early termination of lease with Sovereign Leasing will be paid by the Successful Bidder who was awarded the bid.**
11. The District also owns four (4), 71-passenger buses and five (5), 7-passenger vans. Most of these vehicles are used on a daily basis. If a successful bidder is interested in purchasing or using these vehicles, then a separate negotiation will take place with that contractor. Any additional school buses required to fulfill pupil transportation services will be purchased/leased by a successful contractor pursuant to the contract.

12. Bidders must provide a three (3) year cost projection.

13. If the successful bidder will use a transportation software program, the bidder will be required to configure their internal hardware to receive real time student information from School District's PowerSchool student information system, or whatever future system/software the District will use for student management.
14. Provision for buses for field trips and interscholastic events are an integral part of the bid. Each bid shall include a sufficient number of buses and drivers for field trips and interscholastic events without impacting regular and special needs routes. The School District reserves the right to transport students with school district personnel in rental vans, charter buses, or other means to transport students for field trips, interscholastic events or any other purpose determined convenient (including overnight trips or other trips where luggage carrying capacity is needed). The School District also reserves the right to purchase or lease vehicles for use in transporting small groups of students to various activities and to use school district personnel to drive these vehicles.

III. SPECIFIC CONDITIONS

1. LENGTH OF CONTRACT

- a. Contractor agrees to provide transportation to all students approved for transportation for a three-year (3) period beginning August 1, 2012 (as may be adjusted as previously noted) and ending June 30, 2015 in conformance with details set forth in the following sections.

The term of the contract may be extended at the option of the School District for two (2) additional one (1) year periods. Notice of extension shall be given in writing not later than March 31st of the year of termination. If the agreement is extended as provided herein, all terms and conditions contained in the current contract shall be binding and continuing, except for compensation. Beginning with year 4, the compensation shall be adjusted up or down each year to coincide with the annual December to December change in the Urban Wage Earners and Clerical Workers, All Items Consumer Price Index for Chicago-Gary-Kenosha, Illinois, Indiana, Wisconsin published by the U.S. Department of Labor, Bureau of Labor Statistics (CPI). Notwithstanding anything contained herein to the contrary, the annual CPI adjustment shall never exceed 5%. For example, the CPI increase in effect for July 1, 2015 through June 30, 2016 shall be the annual percentage increase in the CPI from December 2013 to December 2014. A numerical example follows: If the index in December 2013 is 212.50 and the index in December 2014 is 218.0, then the increase will be 2.588% ($218.0 - 212.50 = 5.50$ increase, $5.50 \text{ increase} / 212.50 \text{ base} = 2.588\%$ increase from December 2013 to December 2014).

- h. The successful bidder shall provide the Assistant Superintendent with a Certificate of Insurance no later than July 5 annually for the life of the contract. The policies shall include the School District as an additional insured, but only in respect to operations performed by the successful bidder. All certificates of insurance shall provide that the insurance shall not be cancelled, non-renewed or modified without the School District's receipt of not less than 30 days written notice. The School District may require that the parties indemnified in subparagraph h. be named as additional insureds and/or that the contractor carry contractual liability coverage as part of a comprehensive general liability policy in amounts equivalent to the amounts set forth in subparagraph a.
- i. The successful bidder agrees to indemnify, hold harmless, and defend the School District, members of its Board of Education and officers and employees of the School District (hereinafter the "Indemnities") against all suits, actions, legal proceedings, claims and demands, and against all damages, losses, costs, expenses and attorney's fees, which in any way accrue against the Indemnities in consequence of the granting of this contract which may result therefrom, whether or not it shall be alleged or determined that the act was caused through negligence or omission of the successful bidder or successful bidder's employees or of the Indemnities. Further, the successful bidder expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by the successful bidder shall in no way limit the successful bidder's responsibility to indemnify, keep and save harmless and defend the Indemnities herein provided.

4. REQUIRED RECORDS

The successful bidder shall be required to maintain complete and accurate records of all trips and mileage provided under the contract, all disciplinary actions, all vehicle maintenance records for each bus and such other reports that the School District may request or be required under applicable law. The successful bidder shall provide the records to the School District upon request and all records shall be open to inspection by School District officials during regular business hours.

5. AWARD OF CONTRACT

Factors to be considered in evaluating bid proposals will include:

- An analysis of the cost
- Quality of performance
- Satisfaction of references
- Financial responsibility of the Contractor
- Additional information bidder has submitted in compliance with the bid specifications.

IV. DRIVERS/EMPLOYEES

The successful bidder agrees to employ only those drivers who are properly licensed and further agrees to submit, prior to the first day of school each year, information about each driver, including:

1. Driver's name and home address.
2. Driver's social security number.
3. Driver's commercial driver's license number and school bus driver's permit number.
4. The date on which the driver successfully passed drug and alcohol screening (need to indicate whether this was pre-employment screening or random testing results).
5. The date and result of the most recent physical examination.
6. The date on which the driver was cleared by a criminal background check.

Drivers who have not submitted to the background check and drug/alcohol testing or those who have not been cleared by a background check, drug/alcohol test, or physical may not be employed under this contract.

All drivers for the School District are subject to the laws pertaining to the operation of school buses and to the rules and regulations of the Illinois State Board of Education and the policies and regulations of the School District.

All drivers shall be responsible for supervising the loading and unloading of their respective bus at all pickup and delivery points. No driver shall leave the first or any subsequent bus stop prior to the scheduled time. No driver shall ask parents/students to report to pickup locations earlier than the times set forth on the route assignment sheets mailed to eligible students.

The School District shall have the right to request removal and/or reassignment of any person or driver being utilized to fulfill this agreement and the successful bidder agrees to comply with any such request.

In addition, the successful bidder shall employ qualified bus assistants for special needs students as may be directed by the School District. It is understood and agreed that the School District shall reimburse the successful bidder for the hourly cost of bus assistants as stated in the bid, subject to itemized monthly statements. The School District shall have no responsibility for hiring, supervising, or providing worker's compensation insurance coverage for said bus assistants.

The current drivers are part of the bargaining unit and receive from the school district salary and the following benefits: twelve (12) sick days and two (2) personal days; required payments to social security- 6.2%; to Medicare- 1.45%; to IMRF- 11.95%. Also, a transportation employee who has worked at least five (5) years in District #424 and who retires from working for District #424, receives \$25.00 per day for unused and uncompensated accumulated sick leave days which are not used toward IMRF.

The School District does not employ substitute drivers who report to work each day. There is a list of substitute drivers who are contacted as-needed. Substitute drivers are not members of the bargaining unit. The rate for substitute drivers is \$17.40 per hour. Budgeted expenditures for substitutes can be found on the attached line item budget. There are no guaranteed hours for substitute drivers and they are called on an “as needed” basis.

The successful bidder must offer available employee positions pursuant to the contract to qualified current school district association-member employees whose employment is terminated because of the transportation services being contracted out to the successful bidder.

For purposes of a criminal background check, prospective employees will need to meet District requirements, which include not only State Police background checks but also FBI background checks. No employees with a felony conviction shall be employed by contractor.

Turnover in the Transportation Department over the last three years: 2010-11= 5% (1 driver left out of 22); 2009-10= 18% (4 left out of 22- 2 retired and 2 moved), 2008-09= 0% (no turnover).

V. EQUIPMENT

1. The District currently leases nineteen 77-passenger buses and one 18+1-wheel chair equipped bus. The District also owns four 71-passenger buses and four 7-passenger vans.
2. The successful bidder agrees that all equipment used during the life of this contract shall conform to all local, state and federal statutes pertaining to school bus transportation, vehicle specifications and safety, and to all relevant state and federal regulations.
3. The successful bidder agrees that no vehicle be more than 120 months old at the beginning of every contract year. The successful bidder also agrees that at no time during this three-year (3) contract will the average age of the vehicles used for the School District exceed 84 months.
4. The successful bidder agrees to obtain in a timely fashion all required inspections and to provide a copy of the inspection report for each vehicle to the School District seven (7) days prior to the first day of transportation.
5. The successful bidder agrees that each vehicle will include a two-way radio system able to transmit and receive on an exclusive frequency, with a base station in the local office. The two-way radio system must also be capable of matching the School District’s frequency to allow for communication with individual schools. The School District does have a two-way radio system which is operated through its District-owned repeater. Approximately 1/3 of those radios will be able to meet the upcoming narrow band requirements. The radios and the repeater system will be made available to a successful bidder if the bidder would like to purchase them from the School District. This would be a separate negotiation outside of this contract.
6. The successful bidder agrees that the maximum number of persons that it will permit to occupy any vehicle is the seating capacity established by the vehicle manufacturer.

7. The successful bidder agrees to make available a sufficient number and a variety of vehicles equipped to provide safe and convenient transportation for all assigned students.
8. The successful bidder agrees that each vehicle will be maintained in (1) a clean, sanitary condition, and (2) good mechanical condition, including the tires. The cost of any and all maintenance required to maintain a safe and clean vehicle is the sole cost and expense of the successful bidder.
9. The successful bidder agrees that the repair of any and all vandalism damages to its equipment shall be the responsibility of the successful bidder. The School District will work with the successful bidder to recover costs associated with vandalism from individual students provided the damage can be clearly assessed to individual students.
10. The successful bidder agrees to provide an adequate number of standby vehicles to ensure uninterrupted service in the event of mechanical breakdown of a vehicle. There must be a similar sized or larger capacity standby vehicle available. For purposes of this section an “adequate number” of standby vehicles shall be defined as 10% of the number of vehicles that operate within the School District on regular daily routes.
11. The successful bidder agrees that all standby vehicles will be equipped as described herein.
12. The successful bidder agrees to equip all buses with route numbers that are to be consistently displayed in a prominent location (i.e. the right front side window of each vehicle) and in bold lettering. Route designations shall be agreed to by the School District and successful bidder.
13. The successful bidder agrees that all buses that transport students of the School District will have the ability to mount digital video cameras. If required, the cameras and any access to recording equipment for video retrieval shall be supplied by the successful bidder. The cost to provide such equipment shall be included on the appropriate line item of the bid sheet. The current buses are so equipped and will be made available to a successful contractor to purchase. This would be a separate negotiation outside of this contract.
14. The successful bidder agrees to equip all buses with real time interactive web based global positioning systems (GPS). The successful bidder shall also provide website access to the School District and shall work toward providing a public GPS link from the School District website by August 10, 2012.

VI. FUEL

School District shall furnish all fuel to be used in its performance of this Agreement. The successful bidder shall provide fuel storage and pumping equipment of sufficient size to accommodate tanker loads of fuel. An electronic card controlled dispensing system to verify the actual fuel used shall be furnished by the successful bidder, along with monthly reporting to the School District. This system is currently not in place. Fuel that is unaccounted for use by student transportation vehicles shall be reimbursed to the school district at cost. Currently, the School District Transportation Facility has two fuel tanks on-site for contractor's use. The diesel tank is 1,000 gallons and the gasoline tank is 500 gallons.

VII. OPERATION PLAN

1. Eligible Students

Any student who is a resident of the School District who is approved for transportation by the district administration and who lives in the prescribed transportation-eligible boundaries shall be afforded the opportunity to be transported.

2. No Unauthorized Persons

No unauthorized persons shall be allowed in any vehicle while engaged in transporting students; however, the School District reserves the right to have authorized employees ride on any vehicle on the contracted route, without prior notice to the carrier.

3. School Calendars

All transportation will be in accordance with the School District calendar including provisions for holidays, institute days, early dismissal for in-service training, beginning time for the school day, and ending time for the school day. The School District shall, by July 1 of each year of the contract, furnish the successful bidder with a school calendar. Notice of any changes to the school calendar will be furnished in a timely fashion.

4. Establishment of Routes

- a. The successful bidder agrees to provide printed tentative routes to the School District no later than July 15th for the eligible students. No later than one week (seven [7] calendar days) prior to the start of school, the successful bidder shall mail the tentative route assignments to the homes of all eligible students. Revised printed "final" routes are to be furnished to the School District by October 1st of each year for the regular school year. Printed routes shall include: (1) route number, (2) bus number, (3) driver's name, (4) estimated pick-up and drop-off times, and other information pertinent to the route as may be requested by the School District. The School District shall have the right to approve and/or make modifications to the routes. All mailings and communications with parents shall be at the bidder's sole cost and expense.

- b. Once the successful bidder's operation plan has been fully approved, it may not be changed by the successful bidder without consent of the School District. Changes may be agreed to via telephone, but must be confirmed within five (5) days by written message. The School District may require route changes based upon student population from time to time. Costs to add routes or remove routes shall be at the same rates as designated on the bid form.

VIII. STUDENT BEHAVIOR AND PUPIL MANAGEMENT BY DRIVERS

1. The Superintendent may from time to time issue instructions governing the behavior of students. The successful bidder's drivers shall, to the best of their abilities, follow such instructions at all times. Such instructions shall include procedures for reporting misconduct.
2. The successful bidder will report each incident of student misconduct that results in student injury or law enforcement action immediately by phone or in person to the principal (or designee) of the receiving school, and follow up with a written report. All other incidents of misconduct shall be reported to the principal of the receiving school with a written report within 24 hours of the incident.
3. The successful bidder will not permit either smoking or consumption of alcoholic beverages, or consumption of other non-prescription drugs, by students on the bus.
4. The successful bidder shall promptly notify the principal (or designee) whenever any student is recommended for suspension from transportation. The Principal shall make the final determination of suspension from transportation.
5. The successful bidder's drivers shall not administer physical punishment to any student on the bus. Restraint may be used by the drivers on the rare instance when necessary to protect the safety of other students on the bus.

IX. SAFETY PROGRAM

1. The successful bidder shall establish and maintain a plan for safety, including, but not limited to:
 - a. Regularly scheduled in-service meetings for drivers and aides to include, but not limited to:
 - i. Defensive driver and other driver safety training
 - ii. Blood-borne pathogens training.
 - b. Daily vehicle inspections.
 - c. Driver supervision to enforce good driving practices with respect to safety, mechanical operation, adherence to time schedules, and conformity with applicable laws and regulations.

- d. Two written bus driver evaluations per year by the appropriate supervisor. Upon request, the written evaluations of the drivers shall be provided to the Assistant Superintendent or designee of the School District.
 - e. Monthly driver safety meetings with written agenda. School District will be furnished a copy of the agenda and record of attendance upon request.
2. The successful bidder shall make every effort to insure that drivers and dispatchers understand appropriate emergency procedures.
 3. The successful bidder shall prohibit any driver from driving a school bus while smoking or under the influence of alcohol or non-prescription drugs. Every effort must be made to insure that drivers are in good health, and adequate provision must be made for substitute drivers when regular drivers are absent.
 4. The successful bidder shall review the bidder's emergency policies and procedures with the School District prior to the start of each school year.
 5. The successful bidder shall require that all drivers not begin their routes or move forward until all students are seated within the bus.

X. EMERGENCY PROCEDURE

In the event of an accident in which a bodily injury occurs, the successful bidder is responsible for notifying the School District – first by phone, and then by written report. The successful bidder is responsible in the event of any accident to follow established procedures, including the prompt obtaining of any necessary medical assistance and the notification of the responsible police department.

XI. INDEPENDENT CONTRACTOR

This contract is for furnishing student transportation. In performing this contract, the successful bidder and its employees are an independent contractor and are not an officer, member, agent or employee of the School District.

XII. COMPLIANCE WITH ALL LAWS

The contract shall be governed and construed in accordance with the laws of the State of Illinois. If any provision thereof shall be held to contravene any applicable law, such provision shall be deemed reformed to the extent of conforming to said law, and in all other respects the terms hereof shall remain in full force and effect. The successful bidder shall comply with all applicable laws, regulations and rules promulgated by the Federal, State, County, Municipal and/or other government unit or regulatory body now in effect or which may be in effect during the performance of the contract. Included within the scope of the laws, regulations and rules referred to in this paragraph, but in no way to operate as a limitation, are all forms of traffic regulations, public utility and Intrastate Commerce Commission regulations, Worker's Compensation Laws, The Social Security Act, Occupational Safety and Health Act, the Consumer Product Safety Act, the Illinois School Code and the Illinois Motor Vehicle Code.

Additionally, the successful bidder shall comply with all laws and regulations pertaining to Equal Opportunity and Fair Employment Practices including the Illinois Human Rights Act. The successful bidder shall not discriminate against any worker, employee, or applicant, or any other member of the public because of race, religion, color, age, sex, handicap, marital status, national origin, or unsatisfactory military discharge, nor otherwise commit an unfair labor practice, and must take affirmative steps to provide equal opportunity for all persons. The successful bidder further agrees that this article will be incorporated by the successful bidder in all contracts entered into with suppliers of materials and services, subcontractors and labor organizations, furnishing skilled, unskilled, or craft union skilled labor, or those that may perform any such labor or service in connection with this contract.

Further the successful bidder certifies that it has adopted and implemented a written sexual harassment policy in full compliance with PA 87-1257 and Section 2-105A (4) of the Illinois Human Rights Act, 775 ILCS 5/2-105A (4), and in case of the contractor having 25 or more employees, a drug-free workplace policy and practice in full compliance with Section 3 of the Illinois Drug-Free Workplace Act, 301LCS 580/3.

Finally, the successful bidder certifies that it is not ineligible for award of this contract by reason of debarment for a violation of any of the above-referenced laws and regulations and acknowledges that any breach of the foregoing provisions shall constitute a breach of this contract.

XIII. ASSIGNMENT OF CONTRACT

The successful bidder agrees not to assign this contract to any other contractor or party without prior written consent of the School District.

XIV. NONCOMPLIANCE PENALTIES

Noncompliance is defined as, but not limited to, the failure to transport students on a bus route or routes as contracted or as requested in accordance with the terms of this contract, or the failure to make changes, including to routes, as specified and directed by the School District Superintendent or designee in accordance with the terms of this contract.

Should the School District Superintendent or designee find the successful bidder in noncompliance with the provisions of its contract on a bus route or series of routes, the School District will be entitled to impose the following penalties.

INCIDENT	PENALTY
No service on any “to or from” regularly scheduled route	100% of the daily rate per vehicle per occurrence
Late pick up for three days per ten days of consecutive service (15 minutes or more as defined on approved route sheet) at a school	50% of the daily rate per vehicle per occurrence
Late drop-off for three days per ten days of consecutive service (15 minutes or more as defined on approved route sheet) at a school	50% of the daily rate per vehicle per occurrence
Missed stops for more than three days per ten days of consecutive service	50% of the daily rate per vehicle per occurrence
Cancellation of charter by Contractor	Payment for all costs associated with replacing charter and reimbursement for all reasonable expenses or losses incurred
Failure to provide a properly licensed and permitted bus driver for a to/from route	100% of the daily rate per vehicle per occurrence
Failure to make changes to a bus route(s) within five school days of the agreed upon changes	100% of the daily rate per day per route

The performance penalties are not intended to be used to balance a budget but are included to insure problems are corrected on a timely basis.

The noncompliance penalties for late pick-up and drop-off shall not apply during weather involving hazardous driving conditions as determined by the School District.

A penalty shall be deducted from the first invoice following the noncompliance. The failure of the School District to assess or collect any penalty under this Section shall not be considered a waiver of the School District’s right to assess or collect that penalty in the future or a waiver with respect to any future violation committed by the successful bidder.

XV. SERVICE INTERRUPTION

1. In the event that service is interrupted for more than twenty-four (24) hours by reason of work stoppage or any other event which prevents the successful bidder from furnishing service, the School District shall have the right to secure and substitute other transportation services. If the cost of the substitute transportation services are higher than the successful bidder’s cost (agreed upon in contract), then the successful bidder agrees to pay the difference between their charges and the charges of the substitute bus company.

2. In the event of severe weather conditions, or conditions beyond the successful bidder's reasonable control, the successful bidder shall notify the Superintendent of the School District and request permission to interrupt service. Any decision by the Superintendent shall be final.
3. If it is necessary to reschedule the days lost because of the successful bidder's failure to perform, the successful bidder shall provide bus service in accordance with this agreement, for each day rescheduled at no cost to the School District.
4. If schools serviced by the buses are closed on any day or days because of weather conditions or other emergency, notice will be given by the Superintendent or designee of the School District of cancellation of service to the successful bidder by telephone or otherwise, before 6:00 a.m. for such day(s). If notice of cancellation is given after 6:00 a.m., then one-half (1/2) of the daily rate payable to each bus driver shall be due to the successful bidder for each bus driver affected.

XVI. TERMINATION OF CONTRACT

1. If the successful bidder and its drivers or employees at any time fail to comply with the terms of this contract, or do not fully perform and strictly adhere to any of the terms hereof required to be performed, the School District may, at its discretion, terminate the contract as provided therein.
2. In the event that the School District determines that the successful bidder has failed to comply fully, perform, or strictly adhere to the contract, then the School District may at its discretion, send written notice to the successful bidder indicating its intention to declare the successful bidder in default. In such notice, the School District shall state in what respect the successful bidder has failed to comply with the terms of the contract, and will state a date upon which the contract will terminate unless the successful bidder, prior to such date, cures the defect to the satisfaction of the School District. If prior to the date of termination stated in the notice as aforesaid, the School District notifies the successful bidder that the defect has been cured, the contract will not terminate on the date stated in the notice but will be deemed to have remained in effect as the date such notice was given. In the event the School District does not so notify the successful bidder that the defect has been cured as aforesaid, the contract will terminate without further action by the School District on the date of termination stated in notice.
3. The date of termination stated in the notice of intent to declare the successful bidder in default, as provided in "2" above, may not be sooner than fourteen (14) calendar days following the date of such notice unless there is a complete failure by the successful bidder to provide the services required by this contract, in which event the date of termination may be seven (7) calendar days following the date of such notice.
4. The School District shall also have the right to terminate the contract for convenience at any time after the initial three year period by providing the successful bidder with a ninety (90) day written notice.
5. The right of the School District to terminate the contract as provided in this section is cumulative with all other rights of the School District contained herein.

6. **Form of Contract**

The Form of Contract shall be as the School District's attorneys may direct. The contract shall include these specifications and general conditions.

The contract shall provide for monthly payment in arrears to the successful bidder for daily to/from routes based on actual routes run and the unit price per route as bid (or as subsequently amended per the inflation clause). There shall be a separate itemized billing (based on the same detail as provided on the bid form) for regular in district routes, special needs routes, bus aides and all other miscellaneous charges and credits.

Payments for all other services under this contract, i.e., athletic trips, field trips, late route, etc., shall be made monthly in arrears, upon submission of individual itemized invoices covering the services provided.

In order for invoices to be paid within the month the invoice is received, the invoice must be received by the 10th of the month.

Field trip and athletic billings shall indicate the date the service was provided, the school the service was provided to, the group using the bus, the destination of the trip, the time of the trip and the extended cost. The field trip and athletic trip bill shall be sorted in date order, then school order for easy review by the School District (i.e. all trips for September 15th shall be in order by school). Further, the bill shall be separated into **reimbursable** and **non-reimbursable** trips.

XVII. MISCELLANEOUS

Any notice or communication permitted or required under the contract shall be in writing and shall become effective on the day of mailing thereof by first class mail, registered or certified mail, postage prepaid, addressed to:

Genoa-Kingston CUSD #424
980 Park Ave.
Genoa, IL 60135
Attention: Assistant Superintendent for Finance & Operations

XVIII. ROUTES

1. ROUTES

To/From Routes

The successful bidder shall provide bus service for each route. Within the route, stops shall be so spaced so that the distance of travel from a student's home to a bus stop shall not be greater than ½ mile. Additionally, it shall not be necessary for a student to cross an arterial street or main thoroughfare to either reach a bus stop or reach their home after being dropped off. Maximum travel time shall be sixty (60) minutes. We strongly recommend that initial routes be established at a forty-five (45) minute maximum time until the routes are validated by dry runs prior to the beginning of the school year. (See Exhibit B)

Special Needs Routes – Pre K through grade 12

The School District offers a wide variety of programs for special needs students. Many students are bused door to door in these programs, with some students actually being transported outside of the School District boundaries on a daily basis.

The successful bidder should be aware of the following:

- a. Routes within the School District's boundaries should not exceed one hour at any time. Routes outside of School District boundaries may exceed one hour based on the end destinations.
- b. Some students may have different addresses for pickup and drop off.
- c. Most students cannot be left alone and should only be released to a parent or other responsible adult. There will be times that no one is home to receive the child on the first attempt at drop off and the student may need to be transported back to the originating school.
- d. Due to the aforementioned conditions, we strongly recommend that initial routes in this category be established at a 45 minute maximum time.
- e. Car seats, harnesses and seat belts may be needed for certain students. The School District owns a limited amount of these devices. Any additional devices needed by the successful bidder to serve the students being transported shall be supplied by the School District upon request.

Seating Capacity

For elementary and middle school routes, seating may be at three (3) students per standard seat. The above seating capacity is considered to be the maximum and shall not be exceeded. Three students per standard seat for high school routes shall be discussed in advance with the School District.

2. RIDERSHIP AUDIT

The successful bidder shall submit to the School District, on an “as requested” basis, a Ridership Report covering one week for each To and From school route to each building. The report shall indicate the seating capacity (at 3 per seat) of the vehicle serving the route and the number of students entering the vehicle at each pick-up point for each route. The purpose of the Ridership Audit is to ensure that routes are efficiently loaded and to provide data on which to base decisions regarding route removal, combination and expansion.

3. ROUTE TIMES AND MILES

The starting time for incoming routes shall be set to allow the bus to arrive at each school five minutes prior to the designated time of arrival on the route form. Outgoing routes shall be scheduled so that the bus arrives at the school five minutes prior to the time indicated on the route form. Currently, drivers can clock in no more than 15 minutes before their scheduled driving time for pre-trip and again 15 minutes after scheduled return time for post-trip. These times are reflected on the bid pricing sheets.

Miles

The State document for 2010-2011 shows these totals:

Total Regular Transportation Miles to and from School:

- a. Total regular route miles - 120,564
- b. Total regular curriculum related field trip miles - 5,278

Total Vocational Transportation Miles to and from School:

- a. Total Vocational route miles - 26,880
- b. Total vocational curriculum related field trip miles - 0

Total Special Education Transportation Miles to and from School:

- a. Total special education route miles - 85,640
- b. Total special education curriculum related field trip miles - 1,758

Total Non Reimbursable Miles (Regular and Summer Terms)

- a. Total non-curriculum related field trip miles - 22,104
- b. Total pre-kindergarten miles - 0

The total non reimbursable miles include the following:

- Field trips - 1,363 miles
- Sports - 16,034 miles
- Park District - 417 miles
- Employee used vans & cars - 4,290 miles

Total Miles Traveled and submitted on the State Reimbursement - 262,224 miles

4. FIELD TRIPS

The School District shall schedule at least one (1) faculty member or other approved adult supervisor on each Field Trip bus.

- a. Scheduling: Field trips shall be scheduled by the school requiring the trip at least five (5) days in advance of the field trip. Generally, field trips scheduled in this manner shall be charged at the straight time rate for the driver's hours unless specifically agreed to otherwise by the ordering school. Field trips shall be scheduled through the use of the School District's form "Field Trip Request Form". This form shall be completed by the successful bidder and returned to the ordering school as confirmation that the trip has been scheduled.
- b. Cancellations: Field trips may be canceled by the School District at no charge when the cancellation occurs not less than one (1) calendar day prior to the field trip. Any bidder wishing to do so may attach to their bid a schedule of cancellation charges for field trips which are canceled without at least one (1) calendar day advance notice. Each bidder shall state in his bid a schedule of cancellation charges with less than one (1) day notice. Field trips cancelled due to weather conditions shall not require notice and there shall be no charge for any such cancellation.
- c. Field Trips Scheduled Less than three (3) Days in Advance: The successful bidder shall not be required to provide a driver at straight time. However, where such a trip is expected to require overtime for drivers, the successful bidder shall inform the School District upon receipt of the Field Trip Request Form. The School District shall then have the option of accepting the field trip at the overtime rate or canceling the trip.

5. INDIVIDUAL DISTRICT REGULAR ROUTES

Signs are to be placed on all individual school buses identifying the school (if applicable) and route (route-identifying number, letter, or name).

Bid Checklist

The following items must be included with your bid:

- Reference list (see Section A. I. 2. b.)
- Official Bid Form
- Route Pricing Detail Form, which includes:
 - Regular Routes
 - Field Trip + Routes (Reimbursable)
 - Summer School Routes
 - Special Needs Routes
 - Athletic, Extra-Curricular and Co-Curricular Routes (Non-Reimbursable)
 - Vocational Education Routes
- Certification Form
- Documentation of a comprehensive safety plan

Exhibit A

BACKGROUND INFORMATION

The following sections contain a description of the services provided by the District.

PUPIL TRANSPORTATION OPERATIONAL INFORMATION

Based on available data, the fleet is anticipated to log approximately 1300 miles per day and transport approximately 1300 students to and from the following schools on various bus routes. The buses numbered below are combinations. In other words, the same bus currently transports students from multiple schools.

- Davenport Elementary School – 36 - AM/PM buses
- Kingston Elementary School – 22 - AM/PM bus
- Genoa Elementary School – 32 - AM/PM bus
- Genoa-Kingston Middle School – 34 - AM/PM bus
- Genoa-Kingston High School – 32 AM/PM bus
- High School Vocational Routes – 3-5 (depends on the day)
- In District Special Needs Routes to the above Schools - 8 AM/PM bus
- Outplacement Special Needs Routes to Various Locations – 4 current AM/PM bus and/or van routes

ATHLETIC, FIELD TRIP & MISCELLANEOUS EVENT INFORMATION

The successful bidder shall provide the District with transportation services on an as-needed basis for athletic events, field trips and miscellaneous events, subject to the School District's reserved rights detailed in Section II, 12. These services shall be invoiced on a monthly basis in arrears along with the regular monthly billing.

SCHEDULES FOR ATTENDANCE CENTERS

Davenport Elementary	8:10 am – 2:50 pm
Kingston Elementary	8:05 am – 2:50 pm
Genoa Elementary	8:10 am – 2:50 pm
GK Middle School	7:55 am – 2:50 pm
GK High School	7:50 am – 2:50 pm

Note: The School District is constantly evaluating start times for the various attendance centers. At this time all bidders should simply assume that the scheduled times shown above will remain the same.

VEHICLES

The District currently leases nineteen 77-passenger buses and one 18+1-wheel chair equipped bus. The District owns four 71 passenger buses and four 7-passenger vans.

EXHIBIT B

ROUTES AND PICK-UP/DROP-OFF TIMES

Routes stops and pick-up/drop-off times are available by request. Please send your request via email to Brad Shortridge, Assistant Superintendent, at bshortri@gkschools.org. Include in your request the following:

- Your name
- The company you represent
- Your email address

After receipt of your request, your email address will give access to the documents via the website Dropbox. An email will be sent back to you detailing the process for accessing the documents via Dropbox.

EXHIBIT C
EMPLOYEE LIST WITH WAGES & BENEFITS

Genoa-Kingston Budgeted Transportation Employee Salaries and Benefits FY '12

	Position	Daily Hours Worked	Hourly Wages	Annual Work Days	Annual Open/Close Days	Paid Sick Days	Annual Paid Vacation	Type of Insurance	Annual Benefit Costs	Annual Salary
1	Driver	3.5	\$21.68	176	1	12	2	None	\$2,632	\$13,430.76
2	Driver	2.5	\$26.07	176	1	12	2	None	\$2,261	\$11,535.98
3	Driver	2.5	\$26.07	176	1	12	2	None	\$2,261	\$11,535.98
4	Driver	2.5	\$21.38	176	1	12	2	None	\$1,854	\$9,460.65
5	Driver	2.5	\$28.16	176	1	12	2	None	\$2,442	\$12,460.80
6	Driver	2.5	\$28.21	176	1	12	2	None	\$2,447	\$12,482.93
7	Driver	3	\$22.25	176	1	12	2	None	\$2,316	\$11,814.75
8	Driver	3	\$22.69	176	1	12	2	None	\$2,361	\$12,048.39
9	Driver	2.5	\$23.15	176	1	12	2	None	\$2,008	\$10,243.88
10	Driver	3	\$24.56	176	1	12	2	None	\$2,556	\$13,041.36
11	Driver	2.5	\$26.59	176	1	12	2	None	\$2,306	\$11,766.08
12	Driver	2.5	\$23.61	176	1	12	2	None	\$2,048	\$10,447.43
13	Driver	2.5	\$22.25	176	1	12	2	None	\$1,930	\$9,845.63
14	Driver	2.5	\$23.61	176	1	12	2	None	\$2,048	\$10,447.43
15	Driver	2.5	\$25.05	176	1	12	2	None	\$2,173	\$11,084.63
16	Driver	2	\$20.96	176	1	12	2	None	\$1,454	\$7,419.84
17	Driver	4	\$21.86	176	1	12	2	None	\$3,016	\$15,389.44
18	Driver	3	\$21.67	176	1	12	2	None	\$2,243	\$11,441.76
19	Driver	6	\$20.55	176	1	12	2	None	\$4,253	\$21,700.80
20	Driver	2	\$36.38	176	1	12	2	None	\$2,510	\$12,805.76
21	Driver	2.25	\$40.38	176	1	12	2	None	\$3,134	\$15,990.48
22	Driver	3	\$33.82	176	1	12	2	None	\$3,500	\$17,856.96
23	Driver	4	\$46.59	176	1	12	2	None	\$6,429	\$32,799.36
24	Aide	2.5	\$14.19	176		12	2	None	\$1,224	\$6,243.60
25	Director	8	\$27.75	260		12	17	Family	\$33,178	\$57,729.00
26	Voc Ed Route	11	\$21.32	168					\$7,722	\$39,399.36
		Daily Hours	Hourly Wages	Work Days	Open/Close Days	Sick Days	Vacation Days		Benefit Cost	Annual Salary Cost
		87.75	\$670.80	4652	23	300	65		\$102,306.02	\$410,423.00
Drivers 17-23: hourly rates based on routes per day divided by average driving time										
Driver 17	based on 1 rte per day (87.44/rte) divided by average number of driving hours									
Driver 18	based on 1 rte/day (65.01/rte) divided by average driving time									
Driver 19	based on 1 rte/day (123.29/rte) divided by average driving time									
Driver 20	based on 2 rts/day @ 36.38 each divided by average driving time/day									
Driver 21	(37.14 each) and 1 shuttle (16.57 each) for a total of 90.85/day divided by average driving time/day									
Driver 22	based on 2 rts/day (42.45 each) and 1 shuttle (16.57 each) for a total of \$101.47/day divided by average driving time/day									
Driver 23	based on 2 rts/day (42.45 each, 1 shuttle/day (16.57 each), 1 E.C. rte/day (42.45 each), and 1 transition rte (42.43 each) for a total of 186.37 divided by average driving time/day									
Note: Line 29 "Voc. Ed Routes"- Number of Voc Ed Routes per day varies.										
	11 hours based on 4 voc ed routes per day times 2.75 (average number of driving hours per voc ed route)									
	hourly rate based on voc ed route pay of 58.64 divided by average driving time of 2.75 per route									
Line 1-26 "Driver", and line 29 "Aide" benefits based on Social Security (.062), Medicare (.0145) and IMRF (.1195)										
Line 27 "Director" benefits based on:										
	Insurance (Family): \$17,489 + \$1120 = \$18,609									
	IMRF: \$2720. +\$7224 = \$9944									
	Medicare: \$877									
	Social Security: \$3748									

EXHIBIT D
SENIORITY LIST

2011-2012 Seniority - Bus Drivers

<u>Driver Number</u>	<u>Employment Date</u>	<u>Board of Ed Approved /Supt Date</u>	<u>Continuous Number of Years</u>	<u>Seniority Years in Current Category</u>	<u>Total # of Years Employed with GK</u>
22	09/08/2010	09/28/2010	0.92	0.92	0.92
21	08/16/2010	08/24/2010	1.00	1.00	1.00
20	08/16/2010	08/24/2010	1.00	1.00	1.00
19	10/6/2009	10/27/2009	1.82	1.00	1.82
18	1/11/2010	1/26/2010	1.50	1.50	1.50
17	10/30/2006	11/28/2006	2.82	2.82	2.82
16	1/7/2008	1/22/2008	3.50	3.50	3.50
15	8/17/2006	8/22/2006	5.00	5.00	5.00
14	8/17/2006	8/22/2006	5.00	5.00	5.00
13	8/26/1997	8/26/1997	14.00	5.47	15.00
12	8/18/2004	8/24/2004	7.00	7.00	7.00
11	8/18/2004	8/24/2004	7.00	7.00	7.00
10	8/18/2003	9/9/2003	8.00	7.72	8.00
9	8/18/2003	9/9/2003	8.00	8.00	8.00
8	12/7/1998	12/7/1998	12.70	12.70	12.70
7**	12/19/1996	12/19/1996	14.60	14.60	14.60
6	9/15/1995	9/15/1995	16.00	14.94	16.00
5	10/2/1995	10/2/1995	15.90	15.90	15.90
4	3/2/1994	3/2/1994	17.30	17.30	17.30
3	8/30/1993	8/30/1993	18.00	18.00	18.00
2	8/22/1988	8/22/1988	21.30	21.30	23.00
1**	11/1/1987	8/1/1989	23.00	23.00	25.00

****denotes a driver retiring at the end of this school year (2011-12)**

EXHIBIT E
LINE ITEM BUDGET

Transportation Budgeted Expenses for FY '12			
Account		Description	FY '12 Budget
40-2550-110	1	Transportation Salaries	\$ 264,000
40-2550-111	1	Trans Special Ed Salaries	\$ 43,200
40-2550-112	1	Trans Special Ed Bus Aide	\$ 6,900
40-2550-120	1	Trans Substitutes	\$ 11,000
40-2550-121	1	SUB SAL. SP. ED. TRANS.	\$ 10,000
40-2550-130	1	Trans Co-Curricular	\$ 48,100
40-2550-140	1	Trans Voc Ed Salaries	\$ 38,400
40-2550-151	1	Trans Director Salary	\$ 60,500
Department Salaries			\$ 482,100
<i>Transportation Employees= 9.2% of total employees in District</i>			
SALARIES			0.092
10-2310-115		District Office Ass't (Receivables/Payables & Payroll)	\$ 359
10-2310-152		Admin Ass't to Supt.	\$ 919
10-2313-152		Accounting Ass't	\$ 561
10-2320-115		District Office Ass't (Receivables/Payables & Payroll)	\$ 2,199
10-2320-150		Superintendent	\$ 14,950
10-2320-152		Admin Ass't to Supt.	\$ 3,681
10-2510-150		Ass't Superintendent	\$ 9,789
10-2510-152		Accounting Ass't	\$ 931
10-2520-115		District Office Ass't (Payroll)	\$ 800
10-2520-152		Payroll Ass't AND Accounting Ass't	\$ 7,303
10-2640-152		Human Resource Ass't	\$ 4,453
District Administrative Salary Costs			\$ 45,945
40-2550-222	1	HOSPITALIZATION	\$ 25,000
		HOSPITALIZATION	
50-2550-212	1	IMRF	\$ 57,400
50-2550-213	1	FICA	\$ 31,400
50-2550-214	1	MEDICARE	\$ 7,400
Department Benefits			\$ 121,200
Account		Description	FY '12 Budget
80-2372-380	1	Vehicle Insurance	\$ 30,300
10-2362-380	1	Workmans Compensation	\$ 50,063
40-2550-319	1	Purchased Service Transportation	\$ 1,500
40-2550-319-1	1	Physicals Transportation	\$ 4,200
40-2550-323	1	Repairs Transportation	\$ 40,000
40-2550-325	1	Rentals - Buses	\$ 223,400
40-2550-332	1	Travel Transportation	\$ 1,500
40-2550-333	1	Bus Lane Tests	\$ 1,250
40-2550-340	1	Postage Transportation	\$ 200
40-2550-341	1	Telephone Transportation	\$ 750
40-2550-350	1	Printing Transportation	\$ 1,000
40-2550-370	1	Water and Sewer	\$ 500
Purchased Services			\$ 354,663
40-2550-410	1	Supplies Transportation Dept.	\$ 5,000
40-2550-411	1	Bus Parts	\$ 4,000
40-2550-412	1	Office Supplies Transportation	\$ 500
40-2550-462	1	Diesel	\$ 95,000
40-2550-464	1	Gasoline	\$ 32,000
40-2550-465	1	Natural Gas Expenses	\$ 1,500
40-2550-470	1	Software Transportation	\$ -
Supplies			\$ 138,000
40-2550-540	1	Site & Infrastructure Cap Outlay	\$ -
40-2550-550	1	Transportation Capitalized Equip	\$ 5,600
40-2550-600	1	Contingency Transportation	\$ 145,000
40-2550-640	1	Fees	\$ 1,500
Capital Outlay and Other			\$ 152,100
TOTAL Expenditures			\$1,294,008

OFFICIAL BID FORM

Bid to: Genoa-Kingston CUSD #424

Date: _____

Bidder Name: _____

Contact: _____

Address: _____

Telephone: _____ Fax: _____

We acknowledge receipt of the following addenda:

No. _____ Date: _____

No. _____ Date: _____

We agree to the following:

- A. To hold this bid open for one hundred and forty (140) days after the bid opening.
- B. To accept the provisions of the specifications regarding submission of the requisite bid security.
- C. We have carefully examined all bidding documents including: Legal Notice, Specifications for Student Transportation Contract, Official Bid Form, Exhibit A, Exhibit B, Exhibit C, and all other bid documents referred to herein or contained in the above.
- D. To enter into and execute a contract with the School District if awarded on the basis of this bid.
- E. To furnish insurance as required by the Bid Documents.
- F. To provide services and equipment in accordance with the contract and bid documents.
- G. To provide the required Performance Bond if required by the School District.
- H. Provide on each invoice, on a monthly basis, all outside charter credits.

Genoa-Kingston CUSD #424

Route Pricing Detail for the 2011/2012 School Year

Pricing Sheets

Base Bid

Document Notes Current Practices in Yellow Shaded Columns. See District Contract (found on GK School's website) and/or Revised Exhibit C for hourly rates and route rates.

<u>Route Type</u>	<u># of Routes per day</u>	<u># of Days</u>	<u>Total Price for 2012-13</u>	<u>Total Price for 2013-14</u>	<u>Total Price for 2014-15</u>
<i>Regular Daily Routes & Ancillary Services</i> <i>(times listed include pre & post trip)</i>					
1 Hour Routes (0-1 hours)	4	176			
2 Hour Routes (1-2 hours)	30	176			
3 Hour Routes (2-3 hours)					

<u>Route Type</u>	<u># of Routes</u>	<u>Total Price for 2012-13</u>	<u>Total Price for 2013-14</u>	<u>Total Price for 2014-15</u>
<i>Field Trip/PE Buses/Other Events During School Day-Reimbursable</i>				
1 hour route	40			
2 hour routes	116			
3 hour routes	42			
4 hour routes	40			
5 hour routes	9			
5+ hour routes	34			
Each incremental 15 minutes or portion thereof after 5 hours				

<u>Route Type</u>	<u># of Routes per day</u>	<u># of Days</u>	<u>Total Price for 2012-13</u>	<u>Total Price for 2013-14</u>	<u>Total Price for 2014-15</u>
<i>Vocational Ed</i> <i>(times listed include pre & post trip)</i>					
Sycamore / Dekalb 2.75 hours per route per day (no aide) 40 miles per route	1	170			
KEC Central & Kish College 2.75 hours per route per day (no aide) 40 miles per route	2	170			
DeKalb 2.75 hours per route per day (no aide) 40 miles per route	2	48			

<u>Route Type</u>	<u># of Routes</u>	<u># of Days</u>	<u>Total Price for 2012-13</u>	<u>Total Price for 2013-14</u>	<u>Total Price for 2014-15</u>
<i>Special Needs Routes & Ancillary Services (times listed include pre & post trip)</i>					
Daily In District Routes	2 routes of 1.38 hrs each 2 routes of 1.28 hrs each 2 routes of .75 hrs each 1 route of .50 hours	176			
Outplacement – #1 Location Lisle (2.75-3.00 hrs each route; 5.5- 6 hrs/day total)	2 See hrs. total to left	176			
Outplacement - #2 Location Elgin (1.75 hrs each route; 3.5 hrs/day total)	2 See hrs. total to left	176			
Outplacement – #3 Location DeKalb (1.25 hrs each route; 2.5 hrs/day total)	2 See hrs. total to left	176			
Outplacement – #4 Location Malta (1.5 hrs each route; 3 hrs/day total)	2 See hrs. total to left	176			
Bus Aide #1 (please list # of hours worked) School District currently employs only one Bus Aide	2.5 hrs per day @ \$14.18/hr	176			

<u>Route Type</u>	<u># of Routes</u>	<u>Current Hourly Rate</u>	<u>Total Price for 2012-13</u>	<u>Total Price for 2013-14</u>	<u>Total Price for 2014-15</u>
<i>Athletic and Other Trips After School Hours-</i> <i>Non-reimbursable</i>					
2 hours or less	2	\$16.57/hr			
3 hours or less	8	\$16.57/hr			
4 hours or less	50	\$16.57/hr			
5 hours or less	69	\$16.57/hr			
6 hours or less	57	\$16.57/hr			
7 hours or less	33	\$16.57/hr			
8 hours or less	23	\$16.57/hr			
9 hours or less	14	\$16.57/hr			
10 hours or less	14	\$16.57/hr			
10+ hours	24	\$16.57/hr			
Each incremental 15 minutes or portion thereof after 10 hours					
<i>Other Services</i>					
Camera/Video Equipment Cost (per bus, per year)					
Early Dismissal (added cost, if any)					
Evacuations (stated in terms of an hourly charge)					
Other costs (please identify and itemize)					

<u>Route Type</u>	<u># of Routes</u>	<u>Daily Rate</u>	<u># of Days</u>	<u>Total Price for 2012-13</u>	<u>Total Price for 2013-14</u>	<u>Total Price for 2014-15</u>
<i>Summer School</i>						
Camp Maple Leaf-DeKalb 3.5 hrs per day 76 miles per day	2 (1 am and 1 pm route)	Hourly rate of driver	27			
Aide for Camp Maple Leaf 3 hrs per day	2 (1 am and 1 pm route)	Hourly rate	27			
Giant Steps 6.5 hours per day for driver (no aide) 212 miles per day	2 (1 am and 1 pm route)	\$118.55 per day	23			
Each incremental 15 minutes or portion thereof after 5 hours						

	2012-13	2013-14	2014-15
Total Amount of Bid for the Year			

CERTIFICATION FORM: I (we) hereby certify and affirm that my (our) proposal was prepared independently for this project and that it contains no fees or amounts other than for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade. The bidder further certifies that he (they) is not barred from bidding on the contract as a result of a conviction for either bid-rigging or bid-rotating under Article 33E of the Criminal Code of 1961 and that each of its employees have completed a criminal background check as specified by the appropriate Illinois law and as described in this bid document.

Signature Sheet: (If an Individual)

Signature of Bidder _____ (Seal)

Business Address _____

(If a Partnership)

Firm Name _____ (Seal)

By _____

Business Address _____

Of all Partners _____

Of the Firm _____

(If a Corporation)

Corporate Name _____

By _____

Business Address _____

(CORPORATE SEAL)

Names of Officers: President _____

Secretary _____

Treasurer _____

Attest: _____

Secretary

Name of Bidder _____ Date _____