

**REQUEST FOR PROPOSAL
FOR TRANSPORTATION, DRIVER
AND 1:1 ATTENDANT FOR THE
REMAINING SCHOOL YEAR,
2023-2024**



Berne-Knox-Westerlo CSD

1738 HELDERBERG TRAIL

BERNE, NY 12023

REQUEST FOR PROPOSAL
SPECIFICATIONS

ARTICLE 1: GENERAL GUIDELINES

ARTICLE I.I: Introduction

The Berne-Knox-Westerlo Central School District (District) is requesting proposals for the provision of vehicle service herein described. The enclosed Specifications outline all the requirements and conditions for furnishing this service. Any aspects of the service not addressed by this Specification are left for the proposer to address. It is important for the proposer to state any assumptions on which its proposal rests. The contract will be awarded to the best proposer as determined by the District. It is appropriate to emphasize that the lowest proposer may not be the best. The District recognizes the complicated nature of delivering safe, reliable, efficient school transportation. In order to adequately measure the capabilities of the proposer, the District will evaluate and score each proposal in accordance with the categories presented below.

The maximum point allowance for each category is indicated. Total possible points are 100.

<u>Category</u>	<u>Points</u>
I.	
A. Previous experience of proposer in school bus transportation.	10
B. Name of each additional transportation company in which proposer is or has been a principal and the proposer's experience with same.	5
II.	
A. Safety programs implemented by proposer. Include supporting documents in proposal.	10
B. Record of accidents in motor vehicles under the control of the proposer for the past five (5) years, if applicable. List insurance runs and ratio of injury vs. physical damage.	5
C. Driving history of employees of the company and driving practices. Include abstracts and driving records.	7.5
D. Condition and location of maintenance and dispatch facilities.	10
E. Inspection records and model year of the motor vehicles.	10
F. Maintenance schedule of the motor vehicles under the control of the proposer. List programs and preventive maintenance programs implemented and followed.	7.5
III.	
A. Financial analysis of proposer (include financial statements)	5
B. Compliance with the state and local insurance and bonding requirement. Include insurance certificate.	5
IV.	
A. Overall cost of proposal over the period of time requested Points will be awarded as a percentage of all proposers	25
	<i>Total: 100</i>

The District reserves the right to consider all relevant and reasonable criteria in selecting the successful proposer, which may or may not be expressed in this Specification description.

SCORING INFORMATION:

1a	PREVIOUS EXPERIENCE	
	The evaluator will rate the proposers' previous experience in providing service to the District, and other districts of comparable size. Priority should be given to the level of service provided by the District. Safety, on time performance, problem solving, accessibility of management, and driver/attendant appearance are to be considered in evaluation of the proposer. Scores may range from a high of 10 points to a low of 0 points.	
1b	OWNER & MANAGER	
	The evaluator will rate the interaction with managers & owners during the course of performance in the District. If the proposer has not had previous experience with the District, the evaluator should contact other districts where comparable service has been provided by the proposer. Scores may range from a high of 5 points to a low of 0 points.	
2a	SAFETY PROGRAMS	
	The evaluator will rate the safety programs implemented by the proposer and compliance with all appropriate State Agencies. Evaluation of training programs, manuals, drug and alcohol testing, as well as mandated courses should be considered. Scores may range from a high of 10 points to a low of zero points.	
2b	ACCIDENTS	
	The evaluator should consider the number of accidents relative to the number of vehicles operated and total miles driven. The number of accidents involving injury should be weighed more heavily than minor damage accidents. Scores may range from a high of 5 points to a low of 0 points.	
2c	DRIVING HISTORY OF EMPLOYEES	
	The evaluator will review the driving records of the employees of the proposer including their 19A records, accident records and length of service. Scores may range from a high of 7.5 points to a low of 0 points	
2d	LOCATION AND CONDITION OF MAINTENANCE AND DISPATCH FACILITIES	
	The evaluator <u>may</u> make a sight and safety inspection of all shops and offices to be used to service this contract. Shop equipment, lighting, heating, computer equipment will all be considered. Scores may range from a high of 10 points to a low of zero points.	
2e	INSPECTION RECORDS	
	The New York State DOT ratings for the proposer for ALL terminals will be considered. Scores for this section will be determined by the DOT profiles as follows:	
	100-95% for ALL terminals	10 Points
	95-90% for ALL terminals	7 Points
	90-85% for ALL terminals	3 Points
	84% or lower	0 Points

	Scoring Information Continued:	
2f	VEHICLE MAINTENANCE	
	The evaluator will review the preventive maintenance of the proposer. Frequency of major repairs should be noted as it relates to the age of the equipment and the down time of vehicles for repairs. Scores may range from a high of 7.5 points to a low of 0 points.	
3a	FINANCIAL ANALYSIS	
	The evaluator will review the financial documents submitted to determine the financial strength of the proposer. Added value should be given to proposers submitting certified financial statements or in the case of publicly traded companies, their annual report. Prior bankruptcies will be considered. Scores may range from a high of 5 points to a low of 0 points.	
3b	INSURANCE	
	The evaluator will review all information submitted to ascertain that the District's requirements are fully met. Score may be 5 points for full compliance or 0 points for non-compliance.	
4a	OVERALL COST	
	The scores for total cost of the proposal will be scored as follows:	
	25 <u>points</u> for the lowest cost <u>proposal</u>	
	Points for overall cost will be awarded as based on a formula awarding 25 points to the lowest proposer and deducting the percentage difference between the lowest proposer and the other proposers. (i.e.) if the total cost between the lowest proposer and the next lowest proposer is 10%, then proposer two will have 2.5 points deducted from the maximum score of 25.	
	TOTAL SCORE	

ARTICLE 1.2: Rejection of Proposals

The District reserves the right to reject any and all proposals upon its sole discretion. Responsible proposers who meet the District's criteria are requested to submit a sealed proposal for this work. The listed factors will be considered in any award of contract and all work will be performed under the statutes and regulations of the State of New York, the New York State Department of Education and the District that relate to school bus transportation and school bus drivers.

ARTICLE 1.3: Prohibition Against Conflicts of Interest, Gratuities and Kickbacks

1.3.1: Any employee or any official of the District, elective or appointive, who shall take, receive, or offer to take or receive, either directly or indirectly, any rebate, percentage of contract, money, or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, for, or to, or from, any person, partnership, firm or corporation, offering, proposing for, or in the open market seeking to make sales to the District, shall be deemed guilty of a felony and upon conviction such persons shall be punished to the full extent of the law.

1.3.2: Every person, firm, or corporation offering to make, or pay, or give, any rebate, percentage of contract, money or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business to any employee of the District, elective or appointive, in his efforts to propose for, offer for sale, or to seek to make sales to the District, shall be deemed guilty of a felony and upon conviction such persons shall be punished to the full extent of the law.

ARTICLE 1.4: Definitions

1.4.1 : Addenda: Written or graphic instruments issued by the District prior to the execution of the contract which modify or interpret the Specification documents by addition, deletions, clarifications or corrections.

1.4.2 : Proposal: A complete and properly signed document, proposing to do the work for the sum(s) stipulated therein supported by the data called for by the Specifications.

1.4.3 : Proposed Contract Sum: The stated sum in the Proposal for which the proposer offers to perform the work described in the Specifications and other documents composing the Proposal.

1.4.4 : Proposer: One who submits a proposal for the contract with the District for the work described in the Specifications.

1.4.5 : Specifications: These include the Advertisement and Instructions to proposers, including any addenda prior to receipt of proposals.

1.4.6 : Time Calculations: Time will be calculated from when the child boards a bus until the child exits the bus at a school on an AM route, from the time the child boards the bus and the child exits the bus at the end of the route. All definitions set forth in the general conditions of the contract for services or in the other contract documents are applicable to the proposing documents.

ARTICLE 2: INSTRUCTIONS

ARTICLE 2.1: Invitation

Three copies of the proposer's sealed proposal for the following work will be received by District Office at 1738 Helderberg Trail, Berne NY 12023, in the manner and on the date hereinafter specified for the furnishing of all drivers, bus attendants, equipment, services, and necessary buses and related vehicles required to provide contract bus service to the District for the remaining of the 2023-2024 school year. It is anticipated that approximately (1) vehicle, (1) driver and (1) attendant will be required.

ARTICLE 2.2: Project Description

The proposed consists of supplying necessary vehicle, driver, and attendant to perform approximately one daily home to school routes for out of district trips. The proposer will assign the District a management person who will be responsible for handling the District's needs.

ARTICLE 2.3: Program Growth

The District reserves the right to increase or decrease the number of buses over the life of the contract, based on the added or deleted buses traveling the same approximate mileage per bus as indicated in this Specification. The cost of the added buses, if needed, will be at the per diem cost approved in the contract. The proposer may suggest a viable alternative to increased bus service, however, the District retains the right to make the final determination as to the course of action to follow. Should the District's program change significantly in scope; either party may request that appropriate pricing adjustments be considered.

ARTICLE 2.4: Time and Date of Deadline

Proposals will be received until **10:00 AM EST, November 30, 2023**. All proposals must be received by the time and date designated in this document and none will be considered thereafter. The District will not assume the responsibility for any delay as a result of the failure of the mails to deliver proposals on time.

ARTICLE 2.5: Proposal Availability

Proposals will not be open to the public nor disclosed to unauthorized persons prior to award of the contract. However, after award of the contract, all proposals shall be open to public inspection, subject to any continuing prohibition under disclosure of confidential data, which is designated as such in a proposal (consistent with state law and District policy).

ARTICLE 2.6: Mailing Address

Proposals must be mailed or delivered to the District Office, Berne-Knox-Westerlo Central School District, 1738 Helderberg Trail, Berne, NY 12023, in an envelope clearly marked "Competitive Proposal: Student Transportation."

ARTICLE 2.7: Specification Availability

Proposers may receive copies of the Specifications at the address above between 8:00 AM and 3:00 PM, Monday through Friday, prior to the time and date specified.

ARTICLE 3: BONDING AND PROPOSAL SECURITY

ARTICLE 3.1: Proposal Bond

All proposals shall be accompanied by a proposal bond or irrevocable letter of credit of not less than 100% of the total amount of the annual proposed cost, pledging that the proposer will enter into a contract with the District on the terms stated in his/her proposal.

ARTICLE 3.2: Retention of Proposal Security

The District will retain the proposal security of proposers until either (a) the contract has been executed and performance bonds have been furnished, if required, or (b) the specified time has elapsed so that the proposals may be withdrawn, or (c) all proposals have been rejected.

ARTICLE 3.3: Requirement of Performance Bond

A 100% performance bond may be required of the successful proposer. The decision to require a performance bond rests in the sole discretion of the District. It shall be written on a form acceptable to the District and the Attorney-in-Fact who executes the bond on behalf of the surety shall affix to the bond a certified and current dated copy of his/her Power-of-Attorney. The bonding company must be authorized and licensed in New York State and have a minimum AM Best rating of "A-" or better.

ARTICLE 3.4: Format of Bond

Unless otherwise specified, the bonds shall be written in a form acceptable to the District.

ARTICLE 3.5: Time of Delivery of Bonds

If required, the proposer shall deliver the bonds to the District no later than the date of execution of the contract agreement.

ARTICLE 4: CONTRACT

ARTICLE 4.1: Period of Contract

The period of the contract shall extend from December 1, 2023 to June 30, 2024.

ARTICLE 4.2: Award of Contract

4.2.1 : The issuance of an award of the contract is contingent upon securing an acceptable proposal within the District's discretion.

4.2.2 : The contract entered into will be evidenced and finalized upon the execution by the District.

4.2.3 : Unless otherwise provided in the Specifications, the contract will be initiated between the District and the successful proposer.

4.2.4 : Neither the contract nor any interest therein or payments to be made thereunder shall be assigned, transferred or otherwise disposed of without prior written consent of the District, and such consent may be withheld for any reason whatsoever, completely at the discretion of the Berne-Knox-Westerlo Central School District Board of Education.

ARTICLE 4.3: Termination of Contract

4.3.1 : If the successful proposer fails to furnish service on the date of commencement of the contract, or should it default in meeting any obligation under this contract, or should the successful proposer fail to adhere to or comply with any of the conditions and specifications of the RFP and the contract to follow, as determined by the District in its sole discretion, then the successful proposer will be notified of the same in writing by the District. If within ten (10) days after written notification by the District, the successful proposer has not taken such measures as will, in the sole discretion of the District, insure the satisfactory progress and performance of the service in accordance with the specifications, then the District shall have the right to declare the successful proposer in default and, in addition to any other legal or equitable remedies available to it, the District upon declaring the successful proposer in default may upon ten (10) days written notice to the successful proposer, take the following action:

- a) Withhold any funds due the successful proposer under this contract and have the right of set-off and/or recoupment and/or counterclaim against said funds for any claims which the District may have against the successful proposer.
- b) Commence providing the services contracted with the successful proposer, either directly or through another contractor.
- c) Call upon the surety that issued the performance bond (if applicable) to the successful proposer to fulfill the obligations under the terms of said performance bond.
- d) Terminate the contract. In the event of termination, the District shall only be liable for payment in accordance with the provisions of this contract for services rendered prior to the effective date of termination.

The successful proposer shall be responsible and obligated for all damages caused by said default and for all costs and damages suffered by the Berne-Knox-Westerlo Central School District. Said damages shall include reasonable attorney's fees and costs incurred in enforcing said claim against the successful proposer, as well as the costs incurred in obtaining a new contract and any increase in cost of service involved for the duration of the term of the original contract.

ARTICLE 5: PROPOSALS

ARTICLE 5.1: Right to Reject

The District reserves the right to reject any and all proposals and to waive all formalities and/or technicalities where the best interests of the District may be served including the right to award a contract without any further discussion or negotiation with anyone proposing these services.

ARTICLE 5.2: Prices

5.2.1 : All prices quoted by various vendors must be firm prices for a period of 30 days to allow acceptance by the District. If awarded the contract, the prices will then be firm during the time period indicated by the proposer.

5.2.2 : All prices and quotations must be in ink or handwritten. No pencil figures will be accepted. Mistakes are to be crossed out and corrections inserted adjacent thereto and initialed by the person signing the proposal. Also, corrections made with correction tape or fluids are to be initialed.

5.2.3 : The Berne-Knox-Westerlo CSD encourages the use of shared services to lower costs and improve transportation efficiency. If any vehicle for hire under this contract is shared with another customer or school district, then the contractor must provide a plan for revenue sharing to achieve cost efficiency.

ARTICLE 5.3: Proposal Documents

5.3.1 : Proposers and others may obtain Specifications in the manner stated in the advertisement.

5.3.2 : Complete sets of Specifications shall be used in the preparation of individual proposals. The District assumes no responsibility for misinterpretations resulting from the use of an incomplete set of Specifications.

5.3.3 : The District, in making copies of the Specification available on the above terms, does so only for the purpose of obtaining proposals on the work and does not confer a license or grant for any other use.

ARTICLE 5.4:

5.4.1 : The proposer shall submit three (3) copies of the proposal, addressing all areas required by this Specification.

5.4.2 : The proposer shall furnish all support data. Failure to address all segments of the Specifications may result in rejection of the proposal at the District's discretion.

5.4.3 : The proposer may make additional stipulations or qualify their proposal in any other manner. However, the District will consider such alternatives at its discretion.

5.4.4 : The proposal shall include the legal name of the proposer and a statement whether the proposer is a sole proprietor, a partnership, a corporation or other legal entity, and each copy shall be signed by the person or persons legally authorized to bind the proposer to a contract. A proposal submitted by an agent shall have a current Power-of-Authority, certificate of authorization, or District resolution attached certifying agent's authority to bind the proposer in contract.

ARTICLE 5.5: Intent to Propose

5.5.1: A request for the Specification and supporting documents shall be considered as intent of the firm that it intends to submit a proposal. In the event the firm elects not to submit a proposal, it is requested that notification of such fact be furnished to the District on or before five (5) days prior to the closing date for receipt of proposals.

5.5.2: The District may, within five (5) days prior to the closing date for receipt of proposals, publish a final listing of all declared proposals and duly issued addenda. The published listing is for general information purposes and the exclusion or inclusion of any firm in no way constitutes and/or implies a legal responsibility upon the District or the approval and acceptance of the qualification of listed proposer, material or equipment supplier. If the proposer notes that he is not in receipt of certain or any of the listed addenda, it shall be his/her responsibility to obtain copies from the District.

ARTICLE 5.6: Submission of Proposals

5.6.1 : The proposal, the proposal security, and any support data required to be submitted with the proposal shall be enclosed in the same envelope.

5.6.2 : The cost proposal shall be included in overall contract figures and in annual figures and included in the sealed envelope. A detailed schedule that replicates the current system and provides adequate explanation for computing the annual cost must also be included. Alternative pricing methods may be considered only if the proposer is considered responsive to pricing the current system.

5.6.3 : The envelope containing the proposal and cost proposal shall be addressed to the party receiving the proposals and shall be identified with the proposer's name and address, closing date, and hour. If the proposal is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with notation "PROPOSAL ENCLOSED" on the face thereof.

5.6.4 : Proposals shall be deposited at the designated location prior to the time and date for receipt of proposals or any extension thereof made by addendum.

5.6.5 : Proposals received after the closing time and date for receipt of proposals will be returned unopened to the proposers and will not be considered.

5.6.6 : Proposers shall assume full responsibility for timely delivery at location designated for receipt of proposals.

5.6.7 : Oral, telephonic or telegraphic proposals will not be accepted and will not receive consideration.

ARTICLE 5.7: Authentication of Proposal and Affidavit of Non-Collusion and Non-Conflict of Interest

Authentication of proposal, affidavit of non-collusion and non-conflict of interest forms shall be fully signed and executed and included with the proposal. Failure to sign and execute these documents and include same with the proposal shall automatically invalidate the proposal.

ARTICLE 5.8: Proposer's Representative

Each proposer by making his/her proposal represents that:

5.8.1: He/she has read and understands the Specification documents and his/her proposal is made in accordance therewith.

5.8.2 : He/she has visited the District and has familiarized himself/'herself with the local conditions under which the work is to be performed.

5.8.3 : His/her price proposal is based upon personnel and equipment described in the Specification and in accordance with all Specification conditions and terms without exception.

ARTICLE 5.9: Qualifications of Proposers

5.9.1 : Each proposer shall submit as part of the proposal a statement of proposer qualifications. The District shall have the right to take such steps as it deems necessary to determine the ability of the proposer to perform the work in a prompt and efficient manner per the Specification.

5.9.2 : In determining the qualifications and responsibilities of the proposer, the District shall take into consideration those criteria listed in Section 1.1.

5.9.3 : The District reserves the right to reject any proposal where an investigation and evaluation of the proposer's qualifications would give doubt that the proposer could perform prompt and efficient completion of the work per the Specifications.

ARTICLE 5.10: Discussion of Proposals

5.10.1 : The District may conduct negotiations of technical aspects of the proposals and/or prices after reviewing all proposals submitted. These negotiations will involve only vendors who submit proposals that fall within the competitive range.

5.10.2 : Proposals categorized as unacceptable may be returned to the proposer and said proposer will not be allowed to submit supplemental information amending the proposal.

5.10.3 : A Committee composed of the Superintendent, Transportation Representative, and District Representative will review the proposals.

ARTICLE 6: PROPOSAL CONSIDERATION

ARTICLE 6.1: Proposal Review and Negotiations

6.1.1 : Post proposal negotiations may be conducted jointly with representatives of the District and the proposer's representative.

6.1.2 : The proposer's representative shall be qualified to answer and give administrative and technical clarification relative to the proposal.

ARTICLE 6.2: Rejection of Proposals and Waiver of Technicalities or Informalities

6.2.1 : The District reserves the right to reject any and all proposals and to waive technicalities and minor irregularities in proposals.

6.2.2 : Grounds for rejection of proposals include, but shall not be limited to:

- (a) Failure of a proposal to conform to the essential requirements of the Specification.
- (b) Failure of a proposal to conform to the Specifications contained or referenced in the Specification.
- (c) Failure of a proposal to conform to the delivery or completion established in the Specification.
- (d) Submission of a proposal that imposes conditions that would modify the terms and conditions of the Specification, or limit the proposer's liability to the District on the contract awarded on the basis of such proposal.
- (e) Submission of a proposal determined by the District to be unreasonable as to price.
- (t) Submission of a proposal determined not to be from responsible proposers.
- (g) Failure of a proposal that fails to guarantee when required by the Specifications.

6.2.3 : Technicalities or minor irregularities in proposals which may be waived when the District determines that it will be in the District's best interest to do so, are mere matters of form not affecting the material substance of proposal or some immaterial deviation from, or variation in, the precise requirements of the Specification and having none, or a trivial or negligible effect on price, quality, quantity or performance of the services being procured, the correction or waiver of which will not affect the relative standing of; or be otherwise prejudicial to other proposers. The District may either give a proposer an opportunity to cure any deficiency resulting from a technicality or minor irregularity in his/her proposal, or waive such deficiency where it is advantageous to the District to do so.

ARTICLE 6.3: Interpretation or Correction of Proposals

6.3.1 : Proposers shall promptly notify the District of any ambiguity, inconsistency or error, which they may discover upon examination of the Specification or of the local conditions.

6.3.2 : Proposers desiring clarification or interpretation of the Specifications shall make a written request to the District at least seven (7) days prior to the closing date for receipt of proposals.

6.3.3 : Any interpretation of, or correction, or change to the Specifications will be made by addendum, issued by the District. Interpretations of, or corrections, or changes to the Specifications made in any other manner will not be binding and proposers shall not rely upon such interpretations, corrections and changes.

ARTICLE 6.4: Treatment of Proposals

6.4.1 : Proposals will not be open to public inspection nor be disclosed to unauthorized persons prior to award of contract. However, after award of contract, all proposals shall be open to public inspection, subject to any continuing prohibition on the disclosure of confidential data which is designated as such in any proposal (consistent with state law and Board of Education policy).

6.4.2 : A contract may be awarded on the proposals as submitted, or the District may elect to negotiate as to technical performance or price, or both, with proposers whose proposal falls in the competitive range as defined in the Specifications.

ARTICLE 6.5: Modification or Withdrawal of Proposal

6.5.1 : A proposal may not be modified, withdrawn or canceled by the proposer during the stipulated time period following the time and date designated for the receipt of proposals.

6.5.2 : Prior to the closing time and date designated for the receipt of proposals, proposals submitted early may be modified or withdrawn only by notice to the party receiving proposals at the place and prior to the closing time designated for receipt of proposals. Such notice shall be in writing over the signature of the proposer or by telegram and must be received by the District prior to the official closing time and date for receipt of proposals.

6.5.3 : Any modification shall be so worded as not to reveal the amount of the original proposed sum. To do so will render the modification and original proposal invalid.

6.5.4 : Withdrawn proposals may be resubmitted up to the closing time designated for the receipt of the proposals provided that they are then fully in conformance with these instructions to proposers.

ARTICLE 6.6: Addenda

6.6.1: Addenda will be mailed or delivered to all who are known by the District to have requested and been furnished with Specifications.

6.6.2 : Copies of addenda will be made available for inspection wherever Specifications are on file for that purpose.

6.6.3 : No addenda will be issued later than five (5) days prior to the date for receipt of proposals.

6.6.4 : Each proposer shall ascertain prior to submitting his/her proposal that he/she has received all addenda issued.

ARTICLE 6.7: Confidential Data

6.7.1 : Proposers may designate those portions of the initial proposal that contain trade secrets or other proprietary data that is to remain confidential.

6.7.2 : If the District does not agree with the confidentiality of such data, or any portion thereof; it shall inform the proposer in writing what portions of the proposal will be disclosed and that, unless the proposer protests the determination of the District or unless the proposer withdraws his/her proposal, the portions of the proposal so determined to be non-confidential will not be treated as confidential.

ARTICLE 7: PRICING

ARTICLE 7.1: Pricing

7.1.1: The proposer shall submit with his/her proposal the cost figure for the transportation described herein, replicating the current system. Such figures must be accompanied by detailed support of the calculations satisfactory to the District.

7.1.2 : The price shall include all labor, materials, equipment, necessary buses, supplies, fuel, overhead and profit, and all other related costs.

7.1.3 : The cost figure shall include all regular routes as provided and an estimated budget for extra-curricular trips. Annual cost figures for each year of the proposal shall be submitted. There will be no additional charge for early dismissals at any school serviced by the successful proposer.

7.1.4 : The District reserves the right, prior to an award of contract, to evaluate the segment prices of regular route cost, extra trip cost and negotiate and/or reject any unit price that is determined by the District to be unreasonable in amount.

7.1.5 : The District reserves the right to correct mathematical errors in extensions and additions by the proposer. The District's corrected proposal sum total shall take preference over the proposer's computed proposal sum total.

7.1.6 : The routes herein described may be changed at the option of the Berne-Knox-Westerlo Central School District provided that said District files a statement indicating changed routes with the successful proposer and notifies the successful proposer of proposed changes.

7.1.7: Whenever the bus/van requirement is increased to the degree that readjustment of existing routes and schedules do not permit transportation without overcrowding, or whenever the District changes its policy in regard to those who may be provided transportation, the successful proposer shall provide additional buses/vans and/or additional seating space for additional children as required. These additional buses/vans and/or seating spaces shall be furnished at the same price per bus/van per year as the base price per bus, pro-rated for the unexpired days in the school year. The school year is assumed to consist of 185 days for the purpose of this computation. Likewise, opening of a new school building, a change in District policy or any other reason may increase or decrease the number of buses/vans used in the contract. The Berne-Knox-Westerlo Central School District will pay for only those days for which transportation was supplied before a child (or children) discontinues (discontinue) in attendance. The official school calendar of the school to which transportation is furnished will be used to determine the necessary days of service and/or the adding on or discontinuing of a pupil (or pupils) for service. All service shall begin this December and end in June as determined by the official school calendar of the school to which bus/van service is supplied.

7.1.8 : Route Mileage: The successful proposer will supply a complete set of mileage documents to the nearest tenth of a mile and student counts for all routes.

7.1.9 : The Berne-Knox-Westerlo Central School District encourages the use of shared services to lower costs and improve transportation efficiency. If any vehicle for hire under this contract is shared with another customer or school district, then the contractor must provide a plan for revenue sharing to achieve cost efficiency.

ARTICLE 8: EQUIPMENT AND PERSONNEL

ARTICLE 8.1: Bus Listing

The proposer shall submit:

8.1.1 : Equipment Ownership: Proof of ownership, or financing and ability to deliver the required number of school buses under this Specification (including spare buses/vans) must be provided. A complete vehicle listing with age and model must also be provided. A physical inspection of all equipment and resumes of key personnel will be part of this evaluation.

8.1.2 : Technical Plan: A technical plan with specific dates must be provided to track the events that will lead up to the first day of service under this contract. Such dates should include delivery of equipment, hiring of staff and drivers, completion of routing information, etc.

8.1.3 : Maintenance Program: A copy of all policies and procedures concerning school bus preventative and regularly scheduled maintenance must be submitted.

8.1.4 : Facilities: A detailed description of all terminals and maintenance facilities must be submitted. This should include location, square footage, age, condition and a list of other equipment or resources available to better serve the district. A physical inspection of these facilities may be part of this evaluation. Photographs may be included.

8.1.5 : NYSDOT Records: A current report from the NYSDOT inspection must be submitted for the previous three years. If this information is not available, please explain. This information must include all companies that are currently or previously owned by the proposer either in part or in whole.

8.1.6 : The successful proposer must submit a statement prior to first date of service from the New York State Department of Transportation that the proposer complies in full with all maintenance requirements of the New York State Department of Transportation and must remain in compliance throughout the duration of the contract and any extension thereof.

8.17 : All equipment used in performance of this contract must be equipped with seat belts for all passengers.

8.18 : All equipment used in the performance of this contract must be equipped with Child Alert Systems to be certain no children are left sleeping on any bus or van.

8.19 : If requested by the District, the successful proposer shall provide the District with a two-way radio capable of monitoring vehicles supplied to the District in performance of this contract.

ARTICLE 8.2: Drivers

8.2.1 : The proposer must supply properly certified, qualified New York State school bus/van drivers. The payment of tuition for bus/van driver training school to certify and to qualify bus drivers will be at the expense of the proposer.

8.2.2 : The successful proposer must provide a continuing safety education program for school bus drivers and students, together with periodic management bulletins to personnel concerning the safety program and strict supervision of personnel in this respect.

8.2.3 : All bus drivers must comply with Section 3624 of the State Education law and Sections 156.3 of the Commissioner's Regulations. The successful proposer will also provide proof that all drivers meet the requirements as required in Article 19A of the New York State Department of Motor Vehicles, and the successful proposer must meet all the qualifications of the New York State Department of Transportation Regulations Sections 720 and 721.

8.2.4 : The successful proposer must maintain a drug-testing program for transportation employees, including, but not limited to, pre-employment, post-accident, for cause and return to duty testing.

8.2.5 : The successful proposer must provide cover and standby drivers as may be necessary to ensure continuity of service.

8.2.6 : The successful proposer must provide adequate personnel to supervise drivers at all times during service hours, including in-service road supervision, field surveys, conduct driver interviews and discipline, and provide liaison with the District.

8.2.7 : The successful proposer must provide dispatch personnel at all times during in service hours of operations.

8.2.8 : The successful proposer must provide voice communication between base of operations and drivers.

8.2.9 : The Board of Education reserves the right, in the exercise of its sound discretion, to reject or replace drivers without being limited to considerations of health or driving record. The successful proposer must remove from service bus/van drivers who are not acceptable to school officials.

8.2.10 : All bus/van drivers shall be subject to annual physical examinations as stated in Section 156.3 of the Commissioner's Regulations (including an annual test for tuberculosis) and continuing approval of the school authorities. All bus/van drivers shall be subject to all regulations, imposed by school authorities, which are reasonable and which are intended to safeguard the health and safety of the passengers.

8.2.11 : Physical examinations taken more than thirty (30) days prior to start of service shall not be considered current and shall not be accepted.

8.2.12 : The successful proposer shall be required to carry out all reasonable requests and instructions of the Transportation Supervisor or the Superintendent. This includes proof of attendance at the required two refresher courses on bus safety, the additional instructions for drivers of handicapped students and attendance at a driver training class.

8.2.13 : A complete description of the proposer's driver compensation package and negotiations history must be submitted. This must include wage rates and any of the following if provided: vacation pay, guaranteed minimum daily pay, bonuses. Agreements and/or employee handbooks must also be provided. The proposer assumes all responsibility and/or liability that may arise in connection with existing labor agreements involving the present provider(s) of the transportation services being sought through the Request for Proposal.

ARTICLE 8.3: Failure to Furnish Article 8 Information

The District reserves the right to reject the proposal of any proposer who fails to furnish the above information as required under Articles 8.1 and 8.2.

ARTICLE 8.4: Substitutions

8.4.1 : Substitutions of prior approved buses, personnel, equipment and materials may be authorized by the District in the following instances:

- (a) Failure by the proposer to meet Specifications.
- (b) Failure of a driver to pass physical examination or meet statutory or regulatory requirements.
- (c) Failure of the proposer's supplier to meet delivery schedule or other conditions of the contract.

8.4.2 : Each proposal shall address the provision for substitute buses/vans needed for performance under the terms of this contract.

ARTICLE 8.5: Liquidated Damages

In view of the difficulty of ascertaining the loss which the Berne-Knox-Westerlo Central School District will suffer by reason of default or delay on the part of the successful proposer, the following sum will be imposed as liquidated damages and not by way of penalty, when there has been a breach of contract as specified below. A rate of \$100.00 per event per day shall be deducted from payment due the contractor for the following:

- A. Each failure to provide a vehicle to transport the assigned students to or from their designated school.
- B. Each failure to provide a spare bus within 30 minutes after a bus/van has been reported to have a mechanical failure.
- C. Each failure to provide a two-way radio equipped vehicle.
- D. Each failure to provide a vehicle equipped with a stop arm.
- E. Each failure to provide a driver approved by the District.
- F. Each failure to provide a driver assistant on a route so designated.

ARTICLE 9: TAXES AND PAYROLL DEDUCTIONS

ARTICLE 9.1: Deduction for Taxes

The successful proposer shall be liable for payment of all applicable payroll taxes or deductions required by local and federal law, social security, Medicare, and unemployment.

ARTICLE 9.2: Worker's Compensation Insurance

The successful proposer shall carry Worker's Compensation Insurance and employer's liability insurance in the full amount as required by law.

ARTICLE 10: EQUAL EMPLOYMENT AND NON-DISCRIMINATION

ARTICLE 10.1 General Policy

10.1.1 : The District is committed to a policy of providing equal job opportunities on public contracts and prohibiting discrimination against any employee, applicant or subcontractor because of age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation. The proposer shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation. Such action shall include, although not limited to, the following: Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The proposer agrees to post in conspicuous places notices setting forth the provisions of this Equal Opportunity clause.

10.1.2 : The successful proposer shall in all solicitations and/or advertisements for employees placed by or on behalf of the successful proposer, state that all qualified applicants shall receive consideration for employment without regard to age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation.

10.1.3 : The successful proposer shall cause any subcontractor engaged to perform any services required by this contract to include this Equal Opportunity clause in all solicitations, advertisements and employment practices it shall perform.

10.1.4 : The utilization of minority vendors and subcontractors are encouraged, whenever possible, on public contracts. The successful proposer should make full efforts to locate minority businesspersons.

ARTICLE 11: INSURANCE

Notwithstanding any terms, conditions or provisions, in any other writing between the Parties, the proposer hereby agrees to effectuate the naming of the District as unrestricted additional insured on the proposer's insurance policies, with the exception of Workers' Compensation.

The policy naming the District as an additional insured shall:

- be an insurance policy from an A. M. Best rated "secured" or better, New York State admitted **insurer**;
- provide for 60 days notice of cancellations;
- state that the proposers coverage shall be primary coverage for the District, its Board, employees and volunteers.
- hold harmless and indemnify the District

REQUIRED INSURANCE

- Commercial General Liability Insurance
\$3,000,000.00 per occurrence/\$5,000,000.00 aggregate
- Automobile Liability
\$1,000,000.00 Combined Single Limit for owned, hired, and borrowed and unowned motor vehicles
- Workers' Compensation
Statutory Workers' Compensation and Employers' Liability Insurance for all employees.

Proposer acknowledges that the failure to obtain such insurance on behalf of the District constitutes a material breach of the contract and subjects it to liability for damages indemnification and all other legal remedies available to the District. **The proposer is to provide the District with a Certificate of Insurance evidencing the above requirements have been met prior to the commencement of service.**

In addition, the proposer will be required to submit claim loss runs for the three (3) most recent preceding years as well as the number of vehicles insured for each period. The level of losses and other statistics such as incident per vehicle per year will be considered in this evaluation. This information must include all companies that are currently or previously owned by the proposer either in part or in whole.

ARTICLE 12: FINANCIAL REFERENCES

A minimum of two financial references must be supplied from an independent commercial institution.

SUBMISSION CERTIFICATION:

I hereby certify, as an officer of _____, that as the proposer for services under this Specification all of the information and material supplied to the District as required by this Specification is complete and true. I further understand that any information that is found to be incomplete or false or, any attempt to mislead the District is discovered, either during the evaluation or subsequent to any award may result in immediate termination of this contract.

Signature _____

Date _____

Name _____

Title _____

Notary Public _____

Corporate Seal

Each form of proposal completed:

1. Proposal for Home/School Transportation
2. Proposal for Other Purpose Transportation
3. Proposer Information Form
4. Cost of Performance Bond (if required)
5. Experience in Pupil Transportation Form
6. Conflict of Interest Form
7. Non-Collusive Proposal Certification Form

All pages of proposal documents included and initialed

All proposals properly signed

One (1) original and two (2) copies of proposal and related materials

ARTICLE 13: PAST PERFORMANCE QUALIFICATIONS

Each proposer shall read and certify and qualify the following questions:

- I. Have you or any company you have ever been affiliated with had a contract canceled for non-performance by any school district, municipality or private company?

_____ **yes or no**

If yes, please list contracts

- 2. Have you or any company you have ever been affiliated with been refused a performance bond?

_____ **yes or no**

If yes, please list insurance companies

- 3. Have you or any company you have ever been affiliated with been rejected from submitting a bid or proposal?

_____ **yes or no**

If yes, please explain

This form requires the signature of the principal owner/partner submitting the proposal as attestation to the above statements.

Date _____

Signature_____

Title_____

**BERNE-KNOX-WESTERLO CENTRAL
SCHOOL DISTRICT**

1738 HELDERBERG TRAIL, BERNE, NY 12023

Proposals to be opened:

TIME: **10:00 AM**

DATE: **November 30, 2023**

PLACE: Berne-Knox-Westerlo Central School District
Administration Building
1738 Helderberg Trail
Berne, NY 12023

**TRANSPORTATION INFORMATION
AND PROPOSAL FORM
FOR
STUDENT TRANSPORTATION**

Proposer Information

Company: _____

Address: _____

City State Zip

Telephone: _____

Fax: _____

PROPOSER'S CHECKLIST

This checklist is provided for proposers. Each proposer must insure his/her complete compliance with all requirements of the proposal documents and Section 156.12 of the Regulations of the Commissioner of Education. Compliance with the proposal requirements is the sole responsibility of the proposer.

Proposal bond

Proof of bondability for performance bond

Letter from insurance company guaranteeing appropriate coverages

Responses to previous experience of the proposer in transporting students

Responses to information regarding the transportation company where the principals of the proposer have been an owner or a manager and previous experience

Responses to description of any safety programs implemented by the proposer

Responses to record of accidents in motor vehicles under the control of the proposer

Responses to driving history of employees of the proposer

Responses to inspection records and model year of the motor vehicles under the control of the proposer. Proposer must possess and demonstrate facilities, knowledge, and capabilities to satisfy all New York State Department of Transportation rules, regulation, and vehicle inspection requirements. The successful proposer shall provide a copy of the NYS DOT summary and profile for the past two rating periods with the proposal.

Responses to maintenance schedule of the motor vehicles under the control of the proposer

Responses to financial analysis of the proposer

Responses to proposer's compliance with insurance requirements

Any other information or data the proposer wishes to provide that further shows his/her experience or qualifications and/or ensures that high quality service will be provided to the District

Vehicle list

Hold harmless agreement

APPENDIX A

SPECIAL CONDITIONS FOR PROPOSERS

The Berne-Knox-Westerlo Central School District will require one driver, a 1:1 attendant and transportation for one student from home to out-of-district school in the morning and out-of-district school to home in the afternoon on day the District is in session per the Board approved 2023-2024 school calendar. Transportation is not required when the District is closed due to inclement weather or other emergencies.

- a. Proposer shall provide all fuel and maintenance for vehicles necessary to provide service covered under the proposal.
- b. The proposal will be for 1 bus/van, 1 driver and 1 driver assistants.
- c. The Board of Education reserves the right to make individual contracts for transporting small numbers of pupils to vocational and other special schools outside the school district if such arrangement is in the Board of Education's sole judgment advantageous. The schools listed apply to the current school year. During the life of the contract, additions/deletions of schools to the existing list of schools may occur.
- d. Adherence to pick-up times at a home, intersection, or bus stop is required. Drivers must have a watch available that is accurate and in good working order. Timepieces should be synchronized with standard radio time. Prudence should be practiced when a student is occasionally late. Habitual student lateness should be reported to the transportation supervisor of the District.
- e. Relief buses and drivers, in a sufficient number to maintain the schedule of services, complying in all respects with the requirements for buses set down herein, shall be available at all times for use in the event of breakdown of any of the buses regularly employed in compliance with the contract. The relief bus and driver must be available within thirty (30) minutes driving time of any school within the District.
- f. The successful proposer shall provide the equipment necessary to conduct all mandated school bus safety drills at the District's request.

The proposer shall comply with minimum wage standards set by law as to all its employees while they are engaged in work under any contract between proposer and the District. Payroll records shall be made available to the Superintendent upon request.

Proposers must provide, along with their completed proposals, a certified copy of their most recent official financial statement.

APPENDIX B

TRANSPORTATION PROPOSAL

Pursuant to the advertisement requesting proposals for transporting a pupil of the Berne-Knox-Westerlo Central School District for the remainder of the school year 2023-2024, I hereby propose to furnish the required transportation in accordance with the conditions and directions as outlined in the specifications. I understand that, unless otherwise specified in the proposal, the determination of the best responsible proposal will be made for approximately 1 **(4) hour** vehicle and (1) driver attendant.

All prices are to be listed per vehicle per year (assume maximum school days of 127 for the remainder of the school year).

REMAINING SCHOOL YEAR AWARD

I. HOME/SCHOOL TRANSPORTATION 2023-2024

Title of vehicle	Price Per Vehicle Per Year
Cost for one (4) hour vehicle (capacity needed for one (1))	\$ Per Year
Cost for one (4) hour attendant	\$ Per Att
Cost for overtime rate (per thirty minutes-van)	\$ Per 30 Min
Cost for overtime rate (per thirty minutes-attendant)	\$ Per30 Min

Type of Vehicle-IF NEEDED AT A LATER DATE	Price Per Vehicle Per Year
Cost for zero (3) hour van (16-20 passenger capacity)	\$ Per Year
Cost for zero (7) hour van (16-20 passenger capacity)	\$ Per Year
Cost for zero (8) hour vans (16-20 passenger capacity)	\$ Per Year
Cost for zero (3) hour 3 position forward facing W/C vans	\$ Per Year
Cost for zero (5) hour 3 position forward facing W/C vans	\$ Per Year

The Berne-Knox-Westerlo CSD encourages the use of shared services to lower costs and improve transportation efficiency. If any vehicle for hire under this contract is shared with another customer or school district, then the contractor must provide a plan for revenue sharing to achieve cost efficiency.

APPENDIX C

CONFLICT OF INTEREST AND NON-COLLUSIVE CERTIFICATE

CONFLICT OF INTEREST CERTIFICATION

- First That the said proposer is of lawful age and the only one interested in this proposal, and that no one other than said proposer has any interest herein.
- Second That this proposal is made without any previous understanding, agreement or connection with any other person, firm or corporation making a proposal for the same purpose, and is in all respects fair and without collusion or fraud.
- Third That no member of the Board of Education of the Berne-Knox-Westerlo Central School District, or any officer or employee or person whose salary is payable as a whole or in part from the treasury of said Board of Education is directly or indirectly interested in this proposal or in the supplies, materials, equipment, work or services to which it relates, or in any portion of the profits thereof.
- Fourth That said proposer has carefully examined the instruction to proposers, schedules and specifications prepared under the direction of the Board of Education, and will, if successful in this proposal, furnish and deliver at the prices proposal and within the time stated, all materials, supplies, apparatus, goods, wares, merchandise, services or labor for which this proposal is made.
- Fifth That the prices quoted are net and exclusive of all federal, state, and municipal sales and excise taxes.

Subscribed and sworn to before
This _____ of _____

(Person, Firm, or Corp.)

Notary Public

(Authorized Signature)

PROPOSAL CERTIFICATION STATEMENT OF NON-COLLUSION

Your proposal is subject to the following Non-Collusion Statement of Section 103-D of the General Municipal Law, which reads as follows:

"103-D. Statement of non-collusion in proposals and proposals to political subdivision of the state. Every proposal or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive proposal is required by statute, rule, regulation or local law, for work or services performed, to be performed, or goods sold or to be sold, shall contain the following statement subscribed by the proposer and affirmed by such proposer as true under the penalties of perjury: Non-collusive proposal certification.

(A) By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor; and

(3) No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

(B) A proposal shall not be considered for award nor shall any award be made where (A) (1), (2) and (3) above have not been complied with; provided, however, that if in any case the proposer cannot make the foregoing certification, the proposer shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reasons therefore. Where (A) (1), (2) and (3) above have not been complied with, the proposal shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that the proposer (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being proposal, does not constitute, without more, a disclosure within the meaning of subparagraph one (A).

Any proposal hereafter made to any subdivision of the state or any public department, agency or official thereof by a corporate proposer for work or services performed or goods sold or to be sold, where competitive proposer is required by statute, rule, regulation, or local law, and where such proposal contains the certification referred to in subdivision one of the section, shall be deemed to have been authorized by the board of directors of the proposer, and such authorization shall be deemed to include the signing and submission of the proposal and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

COMPANY _____ .SIGNED _____

ADDRESS _____ TITLE _____

LEGAL NOTICE

**REQUEST FOR PROPOSAL FOR TRANSPORTATION OF A PUPIL FOR THE
REMAINING 2023-2024 SCHOOL YEAR
Berne-Knox-Westerlo CSD
1738 Helderberg Trail, Berne NY 12023**

The Board of Education of the Berne-Knox-Westerlo Central School District hereby invites sealed proposals for providing transportation for the remaining 2023-2024 school year for the following contracts: (1) home-to-school transportation for out-of-District It is anticipated that approximately one (1) vehicle, and one (1) driver assistants will be required for approximately 127 daily home-to-school routes. Proposals should include pricing for supplying the necessary vehicles, drivers, and van attendants. *In the best interests of the District, the Board of Education reserves the right to award the transportation contracts for the remaining year.*

The Request for Proposal, including forms for proposal, certification, conditions, and specifications may be obtained from the District's Business Office, located at 1738 Helderberg Trail, Berne NY 12023 between 8:00AM and 3:00PM, Monday through Friday, prior to the time and date specified below.

In all cases, it must be understood that the conditions set forth in the Request for Proposal issued by the District shall apply. Sealed proposals must be mailed or delivered to the Superintendent, Berne-Knox-Westerlo Central School District, 1738 Helderberg Trail, Berne NY 12023 and must be clearly marked "Competitive Proposal: Student Transportation." Such proposals will be received until 10:00AM on November 30, 2023 in the office of the Superintendent, at which time and place all proposals will be publicly opened and read. The Board of Education reserves the right to reject all proposals, waive any informalities in proposals, and to negotiate any portion of proposals. Any aspects of the service not addressed by the specifications are left to the proposer to address. Alternatives to the specifications or additions to the specifications are to be clearly identified by the proposer.

Proposals for the transportation contract will be evaluated according to the following weighted criteria established by the District in accordance with Education Law § 305(14) and Section 156.12 of the Regulations of the Commissioner of Education: (i) the previous experience of the contractor in transporting pupils; (ii) the name of each transportation company the contractor has been an owner or a manager and previous experience; (iii) a description of any safety programs implemented by the contractor; (iv) a record of accidents in motor vehicles under the control of the contractor; (v) dmv history of employees of the contractor; (vi) condition and location of maintenance & dispatch facility; (vii) inspection records and model year of the motor vehicles under the control of the contractor; (viii) maintenance schedules of the motor vehicles under the control of the contractor; (ix) financial analysis of the contractor; (x) compliance with insurance requirements; and (xi) total cost of the proposal. A minimum score of 85 is required to be eligible for an award.

Category		Weight
I(A)	Previous experience of proposer in school bus transportation	10
I(8)	Name of each additional transportation company in which proposer is or has been a principal and the proposer's experience with same	5
II(A)	Safety programs implemented by proposer. Include supporting documents in proposal	10
11(8)	Record of accidents in motor vehicles under the control of the proposer for the past five (5) years, if applicable. List insurance runs and ratio of injury vs. physical damage	5
II(C)	Driving history of employees of the company and driving practices. Include abstracts and driving records.	7.5
II(D)	Condition and location of maintenance and dispatch facilities	10
II(E)	Inspection records and model year of the motor vehicles under the control of proposer. NYS DOT score.	10
II(F)	Maintenance schedule of the motor vehicles under the control of the proposer. List programs and preventive maintenance programs implemented and followed.	7.5
III(A)	Financial analysis of proposer (include financial statements)	5
III(B)	Compliance with the state and local insurance and bonding requirement. Include insurance certificate.	5
IV(A)	Overall cost of proposal over the period of time requested. Points will be awarded as a percentage of all proposers	25
		Total= 100

The Commissioner of Education, in addition to her existing statutory authority to approve or disapprove transportation contracts, may reject any award of a transportation contract that is based on an evaluation of proposals submitted in response to a Request for Proposal if she finds that (1) the contractor is not responsive to the Request for Proposal; or (2) the proposal is not in the best interests of the District.

Proposals will remain firm for a period of thirty (30) days following the date of the opening, and shall thereafter remain firm unless the proposer provides written notice to the Berne-Knox-Westerlo Central School District Business Office that the Proposal has been withdrawn. At the discretion of the District, security in the form of a bond or irrevocable letter of credit of not less than 100% of the total amount of the annual proposed cost, pledging that the proposer will enter into a contract with the District on the terms stated in his/her proposal, may be required to be submitted with a proposal.

Board of Education
Berne-Knox-Westerlo Central
School District

Scoring Information:

1a	PREVIOUS EXPERIENCE	
	The evaluator will rate the proposers' previous experience in providing service to the District, and other districts of comparable size. Priority should be given to the level of service provided by the District. Safety, on time performance, problem solving, accessibility of management, and driver appearance are to be considered in evaluation of the proposer. Scores may range from a high of 10 points to a low of 0 points.	
1b	OWNER & MANAGER	
	The evaluator will rate the interaction with managers & owners during the course of performance in the District. If the proposer has not had previous experience with the District, the evaluator should contact other districts where comparable service has been provided by the proposer. Scores may range from a high of 5 points to a low of 0 points.	
2a	SAFETY PROGRAMS	
	The evaluator will rate the safety programs implemented by the proposer and compliance with all appropriate State Agencies. Evaluation of training programs, manuals, drug and alcohol testing, as well as mandated courses should be considered. Scores may range from a high of 10 points to a low of zero points.	
2b	ACCIDENTS	
	The evaluator should consider the number of accidents relative to the number of vehicles operated and total miles driven. The number of accidents involving injury should be weighed more heavily than minor damage accidents. Scores may range from a high of 5 points to a low of 0 points.	
2c	DRIVING IDSTORY OF EMPLOYEES	
	The evaluator will review the driving records of the employees of the proposer including their 19A records, accident records and length of service. Scores may range from a high of 7.5 points to a low of 0 points.	
2d	CONDITION AND LOCATION OF MAINTENANCE AND DISPATCH FACILITIES	
	The evaluator may make a sight and safety inspection of all shops and offices to be used to service this contract. Shop equipment, lighting, heating, computer equipment will all be considered. Scores may range from a high of 10 points to a low of zero points.	
2e	INSPECTION RECORDS	
	The New York State DOT ratings for the proposer for ALL terminals will be considered. Scores for this section will be determined by the ratings as follows:	
	100-95% for ALL terminals	10 points
	95-90% for ALL terminals	9 Points
	90-85% for ALL terminals	6 Points
	84% or lower	0 Points
2f	VEIDCLE MAINTENANCE	
	The evaluator will review the preventive maintenance of the proposer. Frequency of major repairs should be noted as it relates to the age of the equipment and the down time of vehicles for repairs. Scores may range from a high of 7.5 points to a low of 0 points.	

Scoring Information Continued

3a	FINANCIAL ANALYSIS	
	The evaluator will review the financial documents submitted to determine the financial strength of the proposer. Added value should be given to proposers submitting certified financial statements or in the case of publicly traded companies, their annual report. Scores may range from a high of 5 points to a low of 0 points.	
3b	INSURANCE	
	The evaluator will review all information submitted to ascertain that the District's requirements are fully met. Score may be 5 points for full compliance or 0 points for non-compliance.	
3c	OVERALL COST	
	The scores for total cost of the proposal will be scored as follows:	
	25 <u>points</u> for the lowest cost <u>proposal</u>	
	Points for overall cost will be awarded as based on a formula awarding 25 points to the lowest proposer and deducting the percentage difference between the lowest proposer and the other proposers. (i.e.) if the total cost between the lowest proposer and the next lowest proposer is 10%, then proposer two will have 2.5 points deducted from the maximum score of 25.	
	TOTAL SCORE	

APPENDIX E

Berne-Knox-Westerlo Central School District Transportation Proposal

Performance Bond Price December 2023 – June 2024

Name of Proposer _____

Address _____

City, State _____

Cost of Performance bond if required by Board of Education pursuant to proposal specification: This proposal is required of all potential contractors.

Price of Performance Bond

12/01/23 – 06/30/24 _____

A performance bond may be required by the Board of Education.
If required, Bond Company must be AM Best rated "A-" or better.

Proposer's Signature:

Date: _____

Attach letter from bonding company.

Q&A

Q: Can you submit proposals via email?

A: We will accept email submission of the transportation request for proposal if received by the deadline.

Q: What do I do if I do not have all the information requested to submit by the deadline?

A: Due to the depth of the RFP, the limited time frame and service requested, BKW CSD will take into consideration extension and waiver requests for certain items in the document, specifically bonding and insurances.