

RFP 21-720-001 – CHARTER BUS TRANSPORTATION SERVICES

EXHIBIT A – SCOPE OF SERVICES

Poudre School District is soliciting electronic proposals from professional and qualified Suppliers to establish safe, secondary charter bus transportation services for activities and athletics events for students of all grade levels and abilities. It is the intent of the District to establish a contract for charter bus transportation services for student study trips, band, orchestra, athletics and other activities as requested.

A.1 General Requirements

- A.1.1 Buses must pass an annual DOT inspection.
- A.1.2 Supplier must have obtained authority from the Federal Motor Carrier Safety Administration to travel across state lines.
- A.1.3 All bus drivers must have a current Commercial Driver’s License with the “P” Passenger endorsement and “S” endorsement if driving a school bus.
- A.1.4 No smoking or use of any tobacco products is permitted on school property.
- A.1.5 No eating, smoking, or drinking while transporting District students and personnel.
- A.1.6 Motor coaches to be used under this contract shall be constructed to Colorado State and United States Federal Standards and must meet all applicable Federal Motor Vehicle Safety Standards.
- A.1.7 All buses shall be approved and appropriately certified prior to the beginning of the contract by authorized representatives of the Colorado Department of Transportation and shall, at all times during the contract period, comply in all respects with the pertinent provisions of the Colorado Department of Education and any and all public law enforcements and regulations agencies.
- A.1.8 The District reserves the right to perform random safety inspections. Some of the items to be inspected will include, but not be limited to, tires, belts, restrooms, etc. The District also reserves the right to inspect the maintenance, operations or training facility at any time without prior notice to the vendor.
- A.1.9 The District shall reserve the right to randomly check (Supplier’s) records as they relate to background checks, driver’s licenses (CDL), DOT physical, mechanical list log, and to verify that driver’s name is on the updated weekly criminal background history record information and be willing to email to the District within fifteen (15) minutes of request.
- A.1.10 The Supplier shall provide bus transportation from “a designated” District location and return to the departing location in all extracurricular activities.

A.1.11 Supplier's Duties within these specifications are intended to secure bus charter services to and from various District locations. This specification describes the bus rental services required. The Supplier shall supply all the necessary administrators, supervisors, labor, materials, supplies and equipment necessary for the services described herein.

A.1.12 Supplier is required to have passed the annual State of Colorado Motor Vehicle Inspection.

A.1.13 Supplier is required to have an "Active" Permit status on the Colorado Public Utilities Commission website:
http://www.dora.state.co.us/pls/real/PUC_Permit.Search_Form

A.1.14 Trips that require exceeding the legal limit of on-duty drivers may require two drivers.

A.1.15 The Supplier is responsible for communicating the contract requirements to their driver(s) prior to the trip.

A.1.16 Supplier must be regulated by the Colorado Department of Transportation.

A.2 Required Bus Features

A.2.1 All vehicles provided by the vendor for the use of the Institutions are required to be fifteen (15) model years old or newer and equipped with anti-lock brakes have the exterior well painted and clean with no signs of damage.

A.2.2 Have the interior clean with upholstery and flooring in good condition.

A.2.3 Have air-conditioning and heating systems in excellent working order.

A.2.4 Be equipped for mountainous winter driving conditions that may be encountered. This should include tire chains and other equipment as necessary to ensure safe travel in winter driving conditions.

A.2.5 Have maintenance inspections performed at least every 4,000 miles, including but not limited to, brake systems, suspension, drive train, heating and AC systems, tires, and oil.

A.2.6 If the bus has a restroom, the restroom facilities must be completely functioning and clean. Restrooms must be clean and must be serviced as often as necessary to avoid offensive odors in the rear portion of the bus. Restrooms must be sufficiently stocked with standard restroom products such as soap and paper products.

A.2.7 Transit buses, limos, party/entertainer vehicles are not acceptable vehicles.

A.3 Driver Requirements

- A.3.1 Each driver must have a cell phone or other means of acceptable communication and be available for contact at any time during the trip.
- A.3.2 Drivers must be trained according to the Federal Motor Carrier Safety Regulations.
- A.3.3 Drivers are to be tested prior to employment for drug and alcohol abuse in addition to being enrolled in a random Drug and Alcohol Testing program.
- A.3.4 Drivers must be dressed in clean, professional bus driver uniform and wear vendor name tags at all times while transporting District group and personnel.
- A.3.5 Drivers must not leave the group without permission from the District representative. This includes at any site where the bus has stopped, and the District's team or group are located.
- A.3.6 Drivers and buses must be on-site no later than thirty (30) minutes prior to departure times as specified in group leader's itinerary. It is the driver's responsibility to verify times and itinerary. Written itinerary will be supplied to the Supplier prior to the trip. Late arrival of the bus is subject to financial penalty.
- A.3.7 Drivers should obtain directions and determine travel routes for all destinations, prior to departing, including travel within a city. It is the Supplier's responsibility to be knowledgeable of all routes.
- A.3.8 Drivers are expected to have a pleasant, encouraging attitude and provide excellent professional service. Conduct that is not acceptable includes but is not limited to: general rudeness, offensive language, offensive or distasteful comments related to age, race, ethnic background or sex, evidence of alcohol influence or influence of drugs.
- A.3.9 In the event of a mechanical malfunction or breakdown, the Supplier will be responsible for providing replacement transportation. The cost of the replacement transportation, mechanical repairs, or towing service will be the responsibility of the Supplier.

A.4 Criminal Background History/Checking

- A.4.1 Supplier (owners, officers, employees, volunteers, etc.) may not work on District property where students may or may not be present when they have charges pending, have been convicted, received probation or deferred adjudication for the following:

- A.4.1.1 Any offense against a child

A.4.1.2 Any sex offense

A.4.1.3 Any crimes against persons involving weapons or violence

A.4.1.4 Any felony offense involving controlled substances

A.4.1.5 Any felony offense against property

A.4.1.6 Any other offense the District believes might compromise the safety of students, staff, or property.

A.4.2 Supplier, subcontractors and their employees must submit to Poudre School District Transportation Director, proof of a satisfactory criminal record history through background checks conducted as required by Senate Bill 9. The criminal history must be obtained by the successful Supplier before any services are provided.

A.4.3 Possession of firearms, alcohol and/or drugs, even in vehicles, is strictly prohibited on school district property.

A.5 Fuel Surcharge

A.5.1 The District is aware of the volatile fuel market and will work with awarded supplier(s) to accommodate these fluctuations. If a fuel charge is to be added to any invoice, it must be approved by the District's Transportation Director or his/her designee in writing prior to the trip.

A.6 Supplier Personnel

A.6.1 Supplier shall ensure that every driver who supplies services under a resulting contract shall complete, have and/or maintain the following:

A.6.1.1 Possess a valid Colorado Commercial Driver's license as defined by the U.S. Department of Transportation.

A.6.1.2 All drivers must have no history of either habitual or severe traffic violations on their driving records. No bus driver with a record of either driving while intoxicated/under the influence (DWI/DUI) or having been convicted of child abuse is acceptable to perform services resulting from this solicitation and for a resulting agreement.

A.6.1.3 Shall have a disposition, which is to be compatible with children.

A.6.1.4 Shall be compatible with high noise levels.

A.6.1.5 Shall be willing to cooperate with District personnel

A.6.1.6 Shall be able to drive in inclement weather (rain, snow, etc.).

A.6.1.7 Shall be able to drive in heavily congested city traffic.

A.6.1.8 Shall accept changes to the original request regarding its pick-up/drop-off locations, including event starting and ending times.

A.6.1.9 Shall not charge the District for travel time (deadheading) to or from Supplier's place of business sites for trips.

A.6.1.10 Shall provide replacement driver should, for any reason, original driver become either ill or incapacitated.

A.6.1.11 Must provide alternate transportation due to either a breakdown or accident.

A.7 District Requests and Communication

A.7.1 The District will inform the Supplier of the number of students needing transport, date of requested services and the destination. The Supplier will provide the appropriate number of coaches for the trip/event.

A.7.2 After the District makes requests for services, the Supplier will verify within four (4) hours regarding their ability to provide or not provide the services requested by the District.

A.7.3 Supplier shall complete the District's Charter Bus Rental Safety Addendum for each trip. A sample of this addendum is provided in Exhibit B.

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