REQUEST FOR PROPOSALS
Student Transportation Services

Proposals Due: March 8, 2017  2:00 p.m.
Ritenour School District
Attn: Dwight Lindhorst, CFO
2420 Woodson Road
St. Louis, MO  63114
lindhorstd@ritenourschools.org
The Ritenour School District cordially invites you to submit a proposal for consideration in the selection of a student transportation service.

The service shall include providing full-service student transportation. The service will include the vehicles, cameras, facility, vehicle repairs, insurance, routing, parent contact, transportation management, drivers, attendants, mechanics, management staff, training, continuing education, and certifications necessary to provide the District’s transportation.

It is anticipated a choice will be made for these services to commence with the school year beginning August 16, 2017 for five years ending after the 2022 summer school program.

The District desires to provide transportation services for designated students to and from school and on various athletic, activity and field trips under the statutes and regulations of the State of Missouri and the policies of the Board of Education.

In order for a proposal to be considered, it must be submitted covering all requirements identified in the package to Dwight Lindhorst by 2:00 p.m. on March 8, 2017 at the Ritenour School District’s Administrative Center located at 2420 Woodson Road. Proposals may also be e-mailed to lindhorstd@ritenourschools.org.

The District is interested only in those transportation providers who maintain the highest quality image and provide the highest quality of service. All proposals will be carefully reviewed to ensure that such requirements will be met.
Background Information

The Ritenour School District functions as a separate independent, legal, and fiscal entity. The District is located in St. Louis County, Missouri, and covers an area of approximately ten square miles, including the municipalities of: Village of Breckenridge Hills, City of Charlack, Village of Edmundson, City of Overland, Village of Sycamore Hills, City of Woodson Terrace, and portions of the City of St. Ann, City of St. John, and the City of Vinita Park.

There are 6,366 students enrolled for the 2016-17 academic year. The District currently employs 433 teachers, 47 administrators, and 187 full and part time support personnel.

Ritenour’s current expenditure per average daily attendance for the 2015-16 school year was $9,755.

The District is governed by the Board of Education, whose members are elected for staggered three-year terms of office. The Board’s primary function is to establish policies for the District, provide for the general operation and personnel of the District, and to oversee the property and affairs of the District. The Board elects a President and a Vice President from its membership for one-year terms.

The District is comprised of six elementary schools, two middle schools, one high school, one school for early childhood education, an alternative education program and an adult education center. All schools in the District are fully accredited by the Missouri Department of Elementary and Secondary Education.

The District provides a full range of programs and services for its students and community. These include elementary and secondary course offerings at the general, vocational, and college preparatory levels. The District offers a broad range of co-curricular and extra-curricular activities to complement the students’ educational experience. Through the School for Early Childhood, the District offers child development screenings, parental educational services and a pre-kindergarten education. The District also conducts educational opportunities for adults to obtain GED’s and various other evening classes to extend learning opportunities.

The Special School District in a joint partnership provides special education services with the District and the other school districts in St. Louis County.
The Ritenour School District currently utilizes twenty-two (22) regular route buses (3-tier) in the following configuration. One additional route is a longer duration route picking up student in grades 6-12 and transporting them to the International Welcome Center (IWC) at Hoech Middle School.

<table>
<thead>
<tr>
<th>89 Passenger Buses</th>
<th>3</th>
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</thead>
<tbody>
<tr>
<td>84 Passenger Buses</td>
<td>20</td>
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</table>

The size of the buses is up to the transportation provider, based on routes, times and student capacities as determined by the transportation provider.

These buses run three-tiered staggered routes for middle school, high school and elementary school routes. For the 2017-18 school year, the district will open a gifted education center for students in grades 1-5 at Ritenour Middle School. This will require a shuttle bus from each of the home elementary schools to the center in the morning after the third tier run, and projected 2 buses to shuttle the students back to the home elementary schools prior to elementary dismissal.

Both middle schools run after-school activity buses, three (3) buses per school, (2) days per week.

The high school generally requires 3-4 buses per day for athletic teams and/or activities/clubs, etc.

The District operates a summer school program that provides transportation to only the elementary and middle school students. Summer transportation services are dependent upon the type of program offered and funding. The transportation provider will provide these services in collaboration with the District.
Overview
The District intends to provide its patrons with superior pupil transportation service at a fiscally responsible cost. While the Proposer’s cost is of great importance, proposing the lowest price will not assure award of the service. The District demands safe, reliable, on-time and efficient service.

The District will require the Contractor to provide professional transportation management and adequate workforce and service supervision, such that the District is not burdened with facilitating the day to day operations and customer service requirements.

The District requires that the Contractor act as a partner with the District, regularly collaborating with District personnel to deliver superior services in a safe, courteous, and fiscally responsible manner.

For each student, the transportation shall be to and from his/her school and a point at, or reasonably near his/her residence. Each student arrives at his/her school by a designated time.

Transportation services shall be made available to all students, grades Kindergarten through Twelve, who live beyond one (1) mile from their home schools. In addition, transportation services shall be made available to all students, grades Kindergarten through Five who live less than one (1) mile from their home schools but in an area having been declared by the District to be hazardous to pedestrian traffic.

Each elementary student eligible to be transported shall be provided a seat at the manufacturer’s rated capacity. Each secondary student eligible to be transported shall be similarly provided a seat, however at seventy-five percent (75%) of the manufacturer’s rated capacity.

At the option of the District, after school activity bus service shall be provided for secondary students, after the normal official closing of school, at times to be established by the individual building principal.

The transportation of special needs students are the responsibility of Special School District.

Equipment and Maintenance
The fleet of buses used shall be no older than twelve (12) model years and the average age of the bus fleet shall not exceed six (6) model years, at the beginning of each school year.

The Contractor shall provide and maintain sufficient spare buses in a ready, standby status to accommodate mechanical failures as well as athletic, activity, field trip, and other extracurricular requirements.
All school buses supplied in performance of the proposal shall meet or exceed the standards established by the laws and regulations of Missouri.

School buses must be maintained in a clean, safe and proper mechanical condition with maintenance records available to District upon request.

The school buses must be equipped with a two-way radio communication system that allows communication between the Contractor’s terminal and the driver. The radio system shall have adequate power and repeater system to allow communication between the terminal and the driver anywhere in the St. Louis metropolitan area.

**Student/Driver Safety**
In an effort to increase bus safety, the Contractor will install digital video camera recorders on each bus which is operated for District use.

The Contractor will conduct emergency school bus evacuation drills once per semester for all students in grades K-8. The drill must be conducted under the direction of supervisory personnel and must include instruction and practice in the location, use and operation of the emergency door, fire extinguisher and first aid kit; opening windows in case of fire or accident; and in vacating the bus quickly through the emergency door, service door or both. The Contractor will schedule and notify District upon completion of drill. The first drill must be conducted before October 31 each year.

Contractor must submit as part of this proposal their overall security and emergency response plans.

**Insurance**
The successful Contractor shall indemnify and hold harmless the District, its board members, and employees, from any and all claims of damage to property or injury to persons, which arise in connection with the work hereby undertaken. Prior to commencing the work, the successful Contractor shall furnish a certificate of insurance naming the District as “additional insured” and showing the limits of insurance coverage.

**Bus Drivers**
Buses provided shall be operated by properly licensed, qualified, and experienced drivers, and in accordance with all laws of the State of Missouri.

All municipal, county, and state ordinances, statutes, and regulations regarding passenger loads, general operation, and the specific operation of school buses must be strictly complied with at all times.

**Routes and Schedules**
The District shall compile and provide to the Contractor student data necessary for the preparation of routes and schedules. From the student data provided, the Contractor shall design, plan, and thoroughly test the routes of travel and time schedules for all buses. Such routes and
schedules shall be substantially similar to those used in previous school terms, adjusted and amended as necessary to accommodate changes in attendance boundaries, changes in student populations, or other changes required by the educational program of the District. All routes and schedules will be provided to the District in a timely manner to distribute to parents and students.

Discontinuance of Student Passenger Rights
Drivers are responsible for maintaining discipline necessary for the safe transportation of all students. The guidelines for student bus behavior include sitting appropriately in one’s seat, respecting other students and bus staff, using appropriate language, keeping hands and feet to oneself, and bringing on the bus only those items which have educational purpose.

Drivers will promptly report in writing to the District rider’s unsafe behaviors, along with their methods and attempts of handling such behavior problems.

The Contractor is charged with and shall be responsible for the discipline of student passengers. However such discipline shall be coordinated with and shall remain subject to the approval of the principal, or his/her designated representative.

Notification
If a school bus is involved in an incident/accident or is operating ten (10) or more minutes late, the Contractor will notify the District’s designated contact immediately.

A written report of accidents shall be filed with District within 24 hours of the accident.

Reports
It shall be the responsibility of the Contractor to compile, complete, and submit to the District the following data and reports on a timely basis: a) all data necessary for completion of the Missouri Department of Elementary and Secondary Education Application for State Transportation Aid, b) an accurate count of student passengers on each bus route on specific days designated by the District, c) mileage reports including odometer readings for each route and charter, and d) any and all other data or reports required and requested by the District.

Facility Visits
Contractors are encouraged to visit all pertinent District facilities prior to submitting a proposal in order to make themselves fully aware of building and other conditions. Potential Contractors can contact the listed District Contact Person to arrange for a tour of all District facilities.

Interview
The District may, at its option, conduct interviews after receipt of the proposal.

Inquiries/Questions
Any explanation desired by a prospective Contractor regarding the meaning or interpretation of the RFP or its related documents must be requested from Dwight Lindhorst, Chief Financial
District Rights

Award Time
The District contemplates awarding the Contract within forty-five (45) days from the Deadline for Proposals.

Contract Award
The Contract will be awarded to the Contractor whose proposal will be most advantageous to the District based on conformity to the RFP, reputation of the Contractor, cost and other factors. The award will be subject to approval by the Board of Education.

Interviews
As discussed above, after reviewing all submitted proposals, the District may conduct interviews with any, all or none of the Contractors who submitted proposals. Those contractors who are interviewed will then have the opportunity to submit best and final proposals to the District.

Negotiation
After reviewing all submitted proposals, interviewing potential Contractors and receiving best and final proposals from selected Contractors; the District shall begin negotiation of the final Contract terms with the Contractor whose proposal is deemed most advantageous by the District.

Rejection/Waiver
The District reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received. The District, in its sole discretion, will determine whether an irregularity is minor.

Employee Replacement
During the term of the Contract, the District shall have the right to request the successful Contractor replace any employee whose service is not satisfactory. Whether the employee is terminated or transferred to another project is left to the discretion of the Contractor.

School Days
The District currently operates 177 student contact days. The District reserves the right to cancel, lengthen or shorten any school day. Below are the starting and dismissal times for the normal school day during the 2017-18 school year.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Start</th>
<th>Dismissal</th>
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<tbody>
<tr>
<td>6-8</td>
<td>7:30 a.m.</td>
<td>2:15 p.m.</td>
</tr>
<tr>
<td>9-12</td>
<td>8:05 a.m.</td>
<td>2:50 p.m.</td>
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<tr>
<td>K-5</td>
<td>8:40 a.m.</td>
<td>3:25 p.m.</td>
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</tbody>
</table>
The District also dismisses early on 5-10 days throughout the school year.

It is expected that all buses will arrive at each school at least fifteen (15) minutes prior to start and ten (10) minutes prior to dismissal.

**Termination**
The District in its discretion, may terminate the Contract in whole or in part at any time, whenever it is determined that the successful Proposer has failed to comply with or breached on or more of the terms and conditions of the Contract or specifications incorporated therein and the successful Proposer has failed to correct such failure or breach to the District’s satisfaction within a period of fifteen (15) days after receiving written notice from the District.

The District may terminate the Contract without cause by notifying the successful Proposer in writing sixty (60) days prior to the effective date of termination.
<table>
<thead>
<tr>
<th>Proposal Requirements</th>
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</table>

It is the purpose of this RFP to obtain as much data as possible from each potential Contractor to enable the District to determine which Contractor is best able to perform the Contract. To this end, each proposal shall contain the following data:

**Work Plan**  
Describe the plan and schedule for performing major tasks involved in performance of this Contract, including the location of the Contractor’s facility, the number of standby drivers and buses, and any limitations on field trips or charters.

Discuss how the Contractor utilizes routing and management software and whether the district will have access to the software products.

**Qualifications of the Contractor and Staff**  
Provide information proving the quality and professionalism of the firm. Provide the duration and extent of experience in student transportation services.

Include the names, titles and qualifications of those employees who will be assigned to the District and the estimated percentage of their time allocated to the District.

The District is aware that it is difficult to obtain employees who are dependable, perform quality work, and project an acceptable image. As a result, describe the hiring procedure, including minimum requirements for employment.

Indicate the turnover rate for the last five (5) years and what procedures are in place to retain employees.

List the current salary schedule and standard benefits available for bus drivers, indicate contract duration, and characterize the labor relationships between management and other employees.

State whether any employees who would be performing services under the Contract are affiliated with a union.

Describe the training program for both new and existing workers.

Describe the availability of additional personnel resources to support the timely performance of the Contract.

Provide three (3) current references.

Give a detailed breakdown of the Insurance Coverage and Limitations that will be in effect for the duration of the contract.
Provide a sample contract. Also, if available, provide a copy of at least one contract with an entity, preferably an educational institution, where the Contractor provides services similar to those required by this RFP.

**Equipment**

Provide the proposed fleet that will be assigned to the District (manufacture, model year, size) and any other specialized equipment.

**Other Information**

List all other services not called for in this RFP that the Contractor performs or pertinent information which makes the Contractor a better candidate for acceptance.

**Cost Data**

Each bid must provide a complete schedule of rates that the district will be charged. The schedule should itemize the rates by services:

- Regular transportation routes (three-tier)
- Regular transportation routes (one-tier) - Overflow
- After-school activity routes
- Field trip & charters
- Summer School Routes

The bid should also provide a cost rate for each of the five (5) year contract term, or provide a method for which future costs will be calculated.
<table>
<thead>
<tr>
<th>Route #</th>
<th>School and Student Head Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hoech Middle 26 Ritenour High 20 Kratz Elem. 55</td>
</tr>
<tr>
<td>2</td>
<td>Ritenour Middle 56 Ritenour High 27 Wyland Elem. 39</td>
</tr>
<tr>
<td>3</td>
<td>Hoech Middle 34 Ritenour High 38 Marion Elem. 51</td>
</tr>
<tr>
<td>4</td>
<td>Ritenour Middle 23 Ritenour High 37 Marvin Elem. 48</td>
</tr>
<tr>
<td>5</td>
<td>Hoech Middle 50 Ritenour High 64 Kratz Elem. 67</td>
</tr>
<tr>
<td>6</td>
<td>Ritenour Middle 53 Ritenour High 42 Kratz Elem. 74</td>
</tr>
<tr>
<td>7</td>
<td>Ritenour Middle 67 Ritenour High 35 Wyland Elem. 69</td>
</tr>
<tr>
<td>8</td>
<td>Ritenour Middle 37 Ritenour High 87 Marvin Elem. 56</td>
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<tr>
<td>9</td>
<td>Ritenour Middle 28 Ritenour High 19 Marvin Elem. 46</td>
</tr>
<tr>
<td>10</td>
<td>Hoech Middle 50 Ritenour High 26 Marion Elem. 52</td>
</tr>
<tr>
<td>11</td>
<td>Ritenour Middle 18 Ritenour High 24 Wyland Elem. 65</td>
</tr>
<tr>
<td>12</td>
<td>Hoech Middle 16 Ritenour High 20 Iveland Elem. 35</td>
</tr>
<tr>
<td>13</td>
<td>Ritenour Middle 38 Ritenour High 64 Wyland Elem. 94</td>
</tr>
<tr>
<td>14</td>
<td>Hoech Middle 31 Ritenour High 48 Iveland Elem. 74</td>
</tr>
<tr>
<td>15</td>
<td>Hoech Middle 32 Ritenour High 32 Iveland Elem. 39</td>
</tr>
<tr>
<td>16</td>
<td>Hoech Middle 63 Ritenour High 61 Buder Elem. 86</td>
</tr>
<tr>
<td>17</td>
<td>Hoech Middle 22 Ritenour High 24 Buder Elem. 24</td>
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<tr>
<td>18</td>
<td>Ritenour Middle 30 Ritenour High 53 Marvin Elem. 58</td>
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<tr>
<td>19</td>
<td>Hoech Middle 21 Ritenour High 50 Buder Elem. 80</td>
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<tr>
<td>20</td>
<td>Hoech Middle 57 Ritenour High 43 Wyland Elem. 85</td>
</tr>
<tr>
<td>21</td>
<td>Hoech Middle 19 Ritenour High 19 Kratz Elem. 50</td>
</tr>
<tr>
<td>22</td>
<td>Hoech Middle 30 Ritenour High 10 Marvin 64</td>
</tr>
</tbody>
</table>

**IWC**  Student counts vary between 30-40