



Athlos Academy

JEFFERSON PARISH

Request for Proposal Student Transportation Services

Schedule

RFP Release Date:	March 14, 2022
Questions Due:	April 8, 2022
Responses Posted:	April 13, 2022
Submission Deadline:	April 15, 2022
Award Notification:	May 6, 2022

Overview

Athlos Academy of Jefferson Parish (hereafter referred to as "AAJP") empowers students to live fulfilling, responsible, and successful lives by building on the three foundational pillars of Prepared Mind, Healthy Body, and Performance Character.

AAJP is actively seeking proposals from qualified companies interested in providing contracted student transportation service for AAJP students in one or more of the following categories:

AAJP
Elementary Schools (Grade K-8)
Field/Trips/Activity/Athletics
Special Education (Grades K-8)
Food Service Transportation

All interested parties are invited to submit a proposal to provide transportation services for all AAJP students, as indicated in the table above. The initial term is for the 2022-2023 school year, with the option of renewal for one-year extensions through 2023-2024 school year. Only those proposers that are identified through this RFP process as sufficiently qualified and experience will be considered to provide the requested services for AAJP.

AAJP has the following expectations of persons submitting a proposal:

1. AAJP expects the proposer to have adequate staffing, resources, and expertise necessary to deliver exceptional and reliable student transportation service.
2. AAJP expects the proposer to have a management structure that will ensure high-quality customer service as well as a plan to maintain responsive and effective communication with AAJP leadership.
3. The proposer is expected to deliver the requested services at a competitive price and all necessary factors contributing to the price must be included in the proposed price.
4. The proposer is expected to demonstrate a track record of success in the industry, provide professional references and display sound business practices that show fiscal responsibility.

AAJP's intent is to hold the proposer accountable for the operational responsibilities associated with student transportation, such that, AAJP staff is not involved with facilitating or coordinating the day-to-day operations. The proposer must fulfill all obligations in compliance with all applicable local, state and federal laws and regulations. The proposer must be knowledgeable of and abide by all provisions of legislative enactments, by laws and regulations regarding safety and student transportation. A description of the services needed, and other pertinent information follow in the Request for Proposal (RFP).

AAJP is committed to making a decision quickly in order to allow the selected proposer time to mobilize. We appreciate your interest in partnering with AAJP and look forward to receiving your proposal.

Cheryl Martin
Principal of Lower School
Athlos Academy of Jefferson Parish

Instructions for Submission:

Please submit one original hard copy in a sealed package, via U.S. Postal Service mail or other professional delivery service (post marked no later than April 15, 2022) and one copy via email to:

Athlos Academy of Jefferson Parish
Attention: Nikisha Thomas
Operations Manager
nthomas@athlosjp.org
979 Behrman Hwy.
Terrytown, LA 70056
Phone: (504) 290-2510

Submissions must be received no later than 4:00 P.M. CST on April 15, 2022

All emailed communications should include “Your Company Name/Transportation RFP 2022-2023” in the subject line.

Follow up questions or requests for clarification related to this RFP must be submitted in writing, or email on or before 4:00 p.m. on April 15, 2022 using the above contact information.

Administrative & General Information

Reservation of Rights

This Request for Proposal (“RFP”) is issued to invite vendors to submit information and/or bids. Issuance of this RFP in no way constitutes a commitment by AAJP to select a vendor and/or award a contract. AAJP reserves the right, without prejudice, to reject any or all proposals not in compliance with the RFP specifications and may exercise the right to accept or reject any or all proposals submitted. AAJP has 30 days to accept a submitted proposal. The proposer cannot withdraw a proposal within that 30-day period without mutual consent with AAJP. The mandatory RFP requirements shall become contractual obligations if a contract ensues. Failure of the successful proposers to accept these obligations shall result in the rejection of the proposals.

Schedule of Events

EVENT	DATE/TIME	LOCATION
RFP Release	March 14, 2022	School website www.athlosjp.org
Questions Due	April 8, 2022	Email to nthomas@athlosjp.org
Responses Posted	April 13, 2022	School website www.athlosjp.org
Submission Deadline	April 15, 2022	Mail and emailed to nthomas@athlosjp.org
Finalist Notification	May 1, 2022	Website, phone, email
Award Notification	May 6, 2022	Website, phone, email

Proposer Responsibilities

It is the proposer's responsibility to inspect all submitted documents to assure completeness, legibility, etc. It is the proposer's responsibility to understand the proposal. Any misunderstanding is the responsibility of the proposer as is the responsibility of getting clarity from AAJP for any misunderstanding. AAJP has no obligation to correct, reject or question any portion of the proposal. All costs directly or indirectly related to preparation of a proposal responding to this RFP, any oral presentations required to supplement and/or clarify a proposal, and any reasonable appearance which may be required by AAJP in connection with this Request for Proposal, shall be the sole responsibility of the proposer, and shall not be reimbursed in any manner by AAJP.

Ownership of Proposals

All materials submitted in response to this request become the property of AAJP. Selection or rejection of a proposal does not affect this right. All proposals submitted will be retained by AAJP and not returned to Proposers.

Subcontracting Information

The selected firm shall be the prime proposer to Athlos Academy of Jefferson Parish. Proposers may enter sub proposer arrangements; however, proposers should acknowledge in their proposal total responsibility for the entire contract, including payment of any and all charges resulting from the contract. If the proposer intends to subcontract portions of the work, the Proposer should designate, in their response, the specific tasks to be performed by the sub proposer. Beyond the initial agreement, the proposer shall not make any additional assignments or subcontract without obtaining a written permission from AAJP.

Proposer Prohibitions

1. AAJP will assess, negotiate, and decide on this proposal without influence from the proposer's employees, representatives, agents, vendors, and or any other parties with a business, financial, or familial relationship to the proposer.
2. The proposer is prohibited from exploiting a conflict of interest, gratuities, kickbacks, or any other type of incentive or influence upon AAJP, its board, and its agents. Violators will be prosecuted to the extent of the laws pertinent to AAJP.
3. Proposers must submit a firm bid. A proposer will not stipulate in its proposal any conditions not contained in contract documents. Any qualifying statements or conditions may be declared irregular and non-responsive to the RFP.
4. The proposer is prohibited from submitting a proposal contingent upon winning multiple contracts. AAJP will disqualify any such proposal.

Questions

Questions regarding this RFP must be emailed to AAJP 's Operations Manager, Nikisha Thomas, at nthomas@athlosjp.org no later than 4:00 p.m. central time on April 8, 2022. Questions received by that time will be compiled and answered by 4:00 p.m. Central Time on April 13, 2022. Questions received after that time will not be answered unless the answers have already been made public to all potential proposers. Answers to questions and any addenda to this RFP will be available on AAJP 's website at www.athlosjp.org.

Proposer Expectations

AAJP expects all proposers to sufficiently address the following terms within the submitted proposal:

Staffing

The proposer agrees not to discriminate against any employee for employment because of race, sex, religion, color, age, disability, national origin, or sexual orientation. The proposer will ensure that all employees involved in their services pass a drug screening test and background check prior to employment and will submit the names of employees, drug test and background check results to AAJP.

Proposer will provide a detailed plan to manage all personnel involved in the transportation of AAJP students. The proposer will assume all responsibility for hiring, training and discharging personnel, however, AAJP reserves the right to request dismissal of any staff member for service. Proposer is responsible for hiring, training and supervising bus monitors. Training should include first aid, CPR, and seizure training. Training on administration of medication is required on special education buses.

The proposer will always maintain adequate staffing. All the proposer's employees will be neatly dressed, presentable, helpful, friendly and cooperative at all times. Drivers and other persons coming on contact with children must uphold the highest professional standards and maintain the highest moral character. AAJP places and the proposer access full responsibility of assuring such qualities in all personnel. Proposer will facilitate review of the transportation process through ride along and/or observation of the general operation of the bus service.

Safety

The proposer is responsible for implementing and administering a comprehensive safety program. The program must include continuing on-the-road training and classroom training for all drivers as well as annual, documented emergency exit drills, and adequate child safety measures. If requested by AAJP, annual presentations for all students. The safety of our students is our primary priority. The proposer must

include in their comprehensive safety training and management plan any health and safety issues, including all accidents involving a bus carrying AAJP students, must be reported immediately to AAJP.

A copy of the safety plan and supporting documentation, which is required to be in conformance with Federal and State Laws and Regulations, must be include with proposal.

Legal

The proposer must fulfill all obligations in compliance with all applicable local, state and federal laws and regulations. The proposer must be knowledgeable of and abode by all provisions of legislative enactments, by-laws and regulations in regard to safety.

Additional Proposal Authorities

Costs Incurred in Preparation of Proposals

All costs directly or indirectly related to preparation of a proposals responding to this RFP, any oral presentations required to supplement and/or clarify a proposal, and any reasonable appearance which may be required by the Network in connection with this Request for Proposal, shall be the sole responsibility of the Proposer, and shall not be reimbursed in any manner by AAJP and/or any of its affiliates.

Ownership of Proposals

All materials submitted in response to this request become the property of AAJP. Selection or rejection of a proposal does not affect this right. All proposals submitted will be retained by the Network and not returned to Proposers.

Proposals Validity

All proposals shall be considered valid for acceptance until such time an award is made, unless the Proposer provides for a different time period within its proposal. However, AAJP reserves the right to reject a proposal if the Proposer's time period is unacceptable and the Proposer is unwilling to extend the validity of its proposals.

Proprietary Information

Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal and will be handled in accordance with the Louisiana Public Records Act, R.S. 44:1-44 and applicable rules and regulations. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

Proposers Inquiry Periods

An inquiry period is hereby firmly set for all interested Proposers to perform a detailed review of the RFP documents and to submit any written questions relative thereto. *Without exception*, all questions MUST be in writing by an authorized representative of the Proposer and received by the close of business on the Inquiry Deadline date set forth in the Schedule of Events. Inquiries shall not be entertained thereafter. Answers to questions that change or substantially clarify the RFP shall be issued by addendum and provided to all prospective Proposers.

Changes, Addenda, Withdrawals

AAJP reserves the right to change the calendar of events at any time. AAJP also reserves the right to cancel or reissue the RFP. If the Proposer needs to submit changes, addenda or withdrawals, a written request signed by an authorized representative of the Proposer, cross-referenced clearly to the relevant proposal section shall be submitted prior to the proposal opening, in a sealed envelope. Changes or addenda shall meet all requirements for the proposal.

Cancellation of RFP or Rejection of Proposals

Issuance of this RFP in no way constitutes a commitment by AAJP to award a contract. AAJP reserves the right to accept and reject any or all proposals, or to cancel this RFP if in the best interest of AAJP to do so.

Waiver of Administrative Informalities

AAJP reserves the right, at its sole discretion, to waive administrative informalities contained in any proposal.

Acceptance of Proposals Content

The mandatory RFP requirements shall become contractual obligations if a contract ensues. Failure of the successful Proposers to accept these obligations shall result in the rejection of the proposals.

Scope of Work

The winning proposer will provide full-service student transportation for students attending AAJP. Full-service is defined as including morning and afternoon routes for all students, including special education students (if necessary), and field trips.

The ultimate resources to be provided will include, but are not limited to the vehicles, video cameras, facilities, vehicle maintenance and repairs, insurance, parent communication, fleet management, drivers, attendants/aides/monitors, mechanics, administrative staff, training, professional development, routing and certifications necessary to provide AAJP student transportation. The proposal must fulfill all obligations in compliance with all applicable local, state and federal laws and regulations. The proposer must be knowledgeable of and abide by all provisions of legislative enactments, by laws, and regulations regarding student safety and transportation. See attached 2022-2023 calendar.

AAJP - Full-service transportation

Grades	Address	Projected Students needing transportation	School Start Time	Dismissal Time
K-8	979 Behrman Hwy. Terrytown, LA 70056	794	7:40	3:15

AAJP - Projected Enrollment

School Year	Projected Enrollment
2022-2023	1,300
2023-2024	1,300
2024-2025	1,300

AAJP - Special Education

Severity	Grades	Projected Students needing transportation	School Start Time	Dismissal Time
1	K-8	22	7:40 am	3:00 pm

AAJP - Field Trip Transportation

Proposal Requirements

Proposer must have a demonstrated track record of success in the industry, provide professional references and display sound business practices that show fiscal responsibility. Proposal must answer all questions and include all requested documentation for the proposer's bid to be considered.

For the following items, the proposer must provide the requested company information

1. Introduction (Cover Letter)

- A brief company profile to include, but not limited to, headquarters location, years of service to K-12 schools, and other operating locations.
- A brief statement explaining that proposer's understanding of the scope of work and requirements of this RFP.
- Detail your firm's experience and success in providing requested services.
- Include the name, title, phone number and email address of the person to whom AAJP may direct questions regarding this proposal.
- Cover letter should be signed by an individual who is authorized to make proposals on behalf of the company.

2. Company Information

- Company financial information for each of the last three fiscal years.
- Current insurance certificates demonstrating existing coverage for worker's compensation/employer's liability insurance, comprehensive general liability insurance, automobile liability and physical damage insurance.
- Company fleet information (number of buses, age range, etc.)
- Employee policies, including sourcing, hiring, driver compensation rates, benefits, and training programs.
- Driver retention data for each of the last three academic years.
- References for at least two current contacts of similar size, including the date of inception and contact information for those clients.
- Two additional references, one of which must be a former client.

For each of the following assurances, the proposer must provide sufficient documentation to prove their ability to meet these expectation and deliverables:

Management and Support Personnel

The proposer is responsible for hiring and training necessary staff to ensure consistent, reliable, and high-quality service. While specific employees are at the discretion of the proposer, AAJP expects experienced and qualified dispatch, maintenance, trainers, and supervisor-level employees. Proposer must have a strong system in place to manage employee timeliness and performance that includes the following procedures:

- a. Contingency/coverage plan for expected and unexpected absences or staff turnover.
- b. Plan for regular monitoring and measurement of performance that includes a feedback system to drive improvement or replacement of under-performing employees.

Drivers and Bus Monitors

The proposer is responsible for the hiring, assigning, training, and managing all bus drivers and bus monitors. Both regular and substitute staff will be assigned as consistently as possible to the same bus run for the purpose of route familiarization and pupil control. AAJP delegates to the proposer's drivers and monitors the necessary authority to maintain orderly behavior on buses. The proposer must ensure that

drivers and monitors receive the training and experience necessary to manage student conduct. Additionally, monitors must have training that includes first aid, CPR and seizure training. Training on administration of medication is required on special education buses.

Equipment

The proposer will provide on an as-needed basis up to the guaranteed maximum or down to the minimum number of school buses specified on the pricing page. The proposer will ensure all buses have first aid kits, fire extinguishers, operational and lighted stop arms, back-up alarms, functional exit doors, a functional front arm extension, working two way radios, a minimum of three (3) cameras, car seats, lifts, tie-downs, direct emergency phone line to ensure immediate contact with the proposer and an approved electronic child check system. AAJP reserves the right to specify a single GPS product to be installed and operated on all buses serving AAJP. GPS reporting and access must include, but is not limited to live look up, route replay, on time reports, coverage reports, etc. AAJP reserves the right to request its name and/or log appear on all buses and, if exercising this right, will work with the proposer in good faith to ensure the placement of the name; and/or logo meets the needs of both AAJP and the proposer. The route name and number must be posted on the side of the bus, the rear of the bus and the front of the bus, easily visible to potential passengers at all posted locations.

Equipment Maintenance

All equipment shall comply with all statutes, school bus specifications, and safety regulations. If any bus equipment owned by the proposer fails at any time to comply in whole or in part, the proposer shall replace it without expense to AAJP and without claims for adjustment in compensation. The proposer will provide daily interior cleaning of all vehicles. Exterior cleaning will be done at least twice a month from August through June. Vehicle windows must be clean and clear, and vehicle numbering must always be visible.

The proposer is responsible for maintenance and repairs on all vehicles utilized under this contract at its own cost. The proposer is to provide sufficient spare vehicles as backup units during breakdowns and whenever vehicles may be out of service for maintenance or repairs. The proposer will perform daily pre-trip inspections and promptly correct any deficiencies discovered on any vehicles or equipment to be utilized under the contract. Under no circumstances may an unsafe vehicle be used to transport students. The proposer will keep on file the completed inspection sheets and submit copies of sheets to AAJP when requested.

Camera System

The proposer is responsible for providing a working camera system on all buses. The proposer will ensure a working system by planning for equipment failure or malfunction. If a camera or recording system is not functioning properly, the proposer will repair or replace the system within 48 hours. The proposer will collaborate with AAJP to set policies for viewing a recording.

Data Management

The proposer is required to work with AAJP to effectively and regularly communicate student demographic information, bus rosters and routes across all pertinent systems, including Power School, the proposer's routing system and the proposer's dispatch system. The proposal must include software information, communication methods, imports/export specs, etc.

Routing Services

The proposer is responsible for providing routing services, which includes routing software, designing bus routes, assigning riders, pairing or packaging bus routes and/or optimizing accordingly. Routes shall be submitted to AAJP for approval prior to implementation. AAJP expects routes to be as convenient as possible for students and parents and for routes to maximize efficiency to reduce costs. The proposer's

drivers shall not deviate from the approved scheduled runs without prior approval from AAJP administration.

The proposer shall provide transportation to all students who live outside of a one mile radius of the campus. All bus stops are to be within one mile of each student's place of residence. Student travel to and from school cannot exceed 3 hours per day. Buses are expected to arrive at school no less than 10 minutes prior to scheduled arrival and dismissal times.

Roster/Route Maintenance

Routes are to be updated weekly to ensure that drivers have access to the most up-to-date ridership information and contact information. The proposer can reassign students to existing stops on that schedule. Routes will be updated monthly to best meet the needs of parents and students and to continuously improve operations.

Transition Plan

The proposer must have all staff, equipment, and procedures in place prior to September 7, 2020. Any proposer already providing transportation in the service area must assure their ability to increase their operational capacity. Proposers not currently providing services in the area must outline their plans to set up operations. The plan must address land, vehicles, and staffing.

Prior to the start of the school year, the proposer will perform at least one real-time "dry run" within the ten days preceding the first day of school. The dry run day will be scheduled and coordinated with AAJP school administrators, who will monitor the process. AAJP and the proposer will meet within 24 hours of the dry run day to assess the outcome and make any necessary changes.

Insurance

The proposer must provide insurance that minimizes AAJP's risk exposure. The proposer shall name Athlos Academy of Jefferson Parish and its officers, employees, agents, volunteers, etc., as additional insured for both ongoing and completed operations on Auto Liability and General Liability. Additionally, the proposer shall obtain and maintain, at all times this Agreement is in effect, insurance with carriers having an A Best rating of [A-:VII], against all claims made by or on behalf of any persons, firm or corporation, arising from, related to, or connected with the conduct and operation of the Proposer's business, including but not limited to, the following minimum limits set forth below:

1. Worker's Compensation/Employer's Liability insurance to cover in the amount a minimum of \$1,000,000 each accident/disease each employee/disease policy limit; including a waiver of subrogation and Alternate Employer endorsements in favor of Athlos Academy of Jefferson Parish.
2. Comprehensive General Liability insurance in the form of comprehensive, contractual insurance, personal injury, broad-form property damage, premises operations and completed operations in an amount of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate; including naming Athlos Academy of Jefferson Parish as additional insured and including a waiver of subrogation in favor of Athlos Academy of Jefferson Parish.
3. Excess Umbrella Liability Coverage with a minimum limit of \$5,000,000.
4. All employees must be bonded.

5. All of the above-mentioned policies will include a provision that Athlos Academy of Jefferson Parish will receive 30 days advance notice of cancellation or reduction in the limits of liability or coverages.
6. In addition, it is understood and agreed that Athlos Academy of Jefferson Parish will not be held responsible for damage to provider's equipment or vehicle regardless of cause.
7. Insurance requirements are subject based upon enrollment trends and AAJP's discretion.

Pricing

The fees and costs proposed by the prospective vendor shall be submitted using the format found in Attachment I - Pricing. All Proposers must respond to Attachment I for any alternate proposal to be considered.

1. Provide per day pricing for each element of service {this is the contracted pricing amount}
2. Pricing shall include the transportation services required along with fulfilling the terms and conditions stated in the sample agreement for student transportation services.
3. Pricing shall also include a per bus/per trip vehicle cost for the buses that will provide student transportation for all field trips

Prohibitions

The Proposer is prohibited from exploiting a conflict of interest, gratuities, kickbacks, or any other type of incentive or influence upon AAJP, its Board(s) and its agents; violators will be prosecuted to the extent of the laws pertinent to AAJP.

Evaluation of Proposal/Criteria

All proposals will be reviewed and evaluated to determine compliance with the requirements of the RFP.

This is the specific criteria which will be used to determine how the most responsive Proposal may be selected. All proposals from qualified transportation companies that provide the entire minimum required qualifications, that demonstrate a satisfactory record of integrity, and that pass the financial strength tests will then be evaluated on the following criteria:

Criteria	Evaluation	Points
1. Company Qualifications: Company stability, company reputation and length of time in business.		15 Points
2. Financial Stability: Financial strength of proposer.		15 Points
3. Service and Performance: Quality of service and performance record.		20 Points
4. Qualifications of Management: Qualifications and experience of management and staff, driver selection programs and training including pupil management and ability to retain qualified employees.		20 Points
5. Qualifications of Drivers: Ability to meet or exceed the performance goals and requirements of District as set forth in this Request for Proposal.		25 Points
6. Equipment Used: Fleet plan, replacement plan for equipment and quality of maintenance program.		25 Points
7. Safety of Operations: Safety program, history, and procedures		20 Points
8. Evidence of positive parent, school staff and community relations: Proven history and demonstrated company posture in dealing with parents, community relations and school staff.		10 Points

9. Proposal Cost (proposed rate schedule applied to Section VI-3 worksheet)	50 Points
10. Facilities Plan	Pass/Fail
11. Insurance Data	Pass/Fail
12. Oil Recycling Program	Pass/Fail
13. Provision of References	Pass/Fail
TOTAL POINTS	200

In addition to the above basic criteria, the following factors will be reviewed and considered:

- a. Motivation
- b. Professionalism
- c. Philosophy of Service
- d. Flexibility

If one or more proposals need clarification, the AAJP will request such clarification in writing and will afford the Proposer(s) who are contacted an opportunity to respond in kind, with the necessary clarification.

AAJP 2022-2023 Calendar

Proposal Requirements

1. Cover Letter
2. Company Information
3. Assurances
 - a. Scope of Work
 - b. Proposal Requirements
 - c. Management and Support Personnel
 - d. Drivers and Bus Monitors
 - e. Equipment
 - f. Equipment Maintenance
 - g. Camera System
 - h. Data Management
 - i. Routing Services
 - j. Roster/Route Maintenance
 - k. Transition Plan
 - l. Insurance
4. Pricing
5. Certifications
 - a. Certification Statement (Appendix A)
 - b. Responsibility Disclosures (Appendix B)

Pricing

ONE YEAR FIXED, YEAR TWO AND THREE ESCALATORS

The proposer shall state a firm, fixed price for both the basic rate per school bus, per day and the excess rate per school bus, per hour for all school bus sizes listed below for each pairing:

Regular Transportation (Minimum 5.0 hours of daily service)

Morning/Afternoon Routes (Home to School Transportation)					
Bus Capacity	Cost Per Route Per Day	Excess Hourly Rate	Bus with A/C	Bus with Car seats	Monitor Cost Per Route Per Day
16 passenger and below					
17-35 passenger					
36-72 passenger					
Special Needs Transportation (with A/C) price increase to add wheelchair/lift capability					

Field Trip Routes		
Bus Capacity	Less than 50 miles Roundtrip	Greater than 50 miles Roundtrip
16 passenger and below		
17-35 passenger		
36-72 passenger		

The Proposer shall be compensated at the applicable basic rate per school bus, per day as stated for each route consisting of up to five (5.0) hours live time transportation service. A regular route operating only in the morning or only in the afternoon/evening consisting of up to two and one half (2.5) live time transportation shall be compensated at one-half (1/2) of the applicable basic rate per school bus, per day stated on the Pricing Page.

In addition to the applicable basic rate per school bus, per day, the Proposer shall be compensated at the applicable excess rate per school bus, per hour as stated above for live time transportation service in excess of five (5.0) hours. For service in increments of one-quarter (1/4) of an hour, the Proposer shall be compensated at the same portion of the excess rate per school bus, per hour stated above. The one-quarter hour shall be calculated by rounding the time driven to the closest quarter hour. The rounding calculation shall mean that the excess minutes from one (1) to seven (7) shall not cause any added cost (rounded down to the closest one-quarter hour), those minutes from eight to fifteen (15) shall create added cost based on the quarter hour rate (rounded up to the next one-quarter hour).

The bidder shall state a guaranteed minimum number of school buses and a guaranteed maximum number of school buses available for performance of the services specified herein. Price will not be the only determining factor in the award or awards.

_____ Guaranteed minimum number of school buses

_____ Guaranteed maximum number of school buses

For School Years 2022-2023

The proposer must indicate below the percentage of price increase or percentage of price decrease applicable. If a percentage is not quoted (i.e. left blank), AAJP shall have the right to execute the option at the same price(s) quoted for the original contract period. Statements such as "a percentage of the then-current price" or "consumer price index" are NOT ACCEPTABLE. The percentages indicated below will be used in the cost evaluation process to determine the lowest offer and the potential maximum financial liability to AAJP.

Annual Increase

Year 2 (2023-2024) Period: +/- ___% over 2022-2023

Year 3 (2024-2025) Period: +/- ___% over 2023-2024

Appendix A - Certification Statement

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP), including attachments.

OFFICIAL CONTACT. Identify the Contact name and fill in the Information below:

Official Contact Name: _____ Date: _____

E-mail Address: _____

Phone Number with area code: _____

Address: _____

City: _____ State: _____ Zip: _____

Proposer certifies that the above information is true and grants permission to the State or Agencies to contact the above-named person or otherwise verify the information I have provided.

By its submission of this proposal and authorized signature below, proposer certifies that:

1. The information contained in its response to this RFP is accurate.
2. Proposer complies with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein.
3. Proposer accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFP.
4. Proposer's quote is valid for at least one year from the date of proposer's signature below
5. Proposer understands that if selected as the successful proposer, he/she will have ten {10} business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document.

Name (Print): _____ Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Signature: _____

Appendix B - Responsibility Disclosure

Responses to the following questions must accompany the contractor's bid. A bid may be deemed non-responsive if the contractor fails to provide complete answers or provides false statements to any of the questions provided herein. If any change(s) occur(s) during the bidding process, updated responses must be provided within (30) calendar days of such change(s).

1. Please indicate whether, within the past five (5) years, your firm has been the defendant in any type of court action(s) for (an) alleged violation(s) of labor or employment laws in connection with a contract for student transportation services. Yes / No

If yes, please attach an explanation of the circumstances, including the specific allegation(s) filed against your firm; the name of the plaintiffs; the case number; and the disposition/status of each case.

2. Please indicate whether, within the past five (5) years, your firm is or any of its owners, partners, and/or officers, has/have ever been investigated, sided, assessed any penalties, or found to have violated any labor or employment laws. Yes / No

If yes, please attach an explanation of the circumstances, including the specific charge(s) filed against your firm, its owners, partners, and/or officers; the agency was involved; the disposition/status of each case.

3. If I license is required for any of the services performed by your firm, please indicate whether, but in the past (5) five years, your firm, or any individual employed by your firm, has been investigated, cited, assess any penalties, subjected to any disciplinary action by the licensing agency, or deemed to have violated any licensing laws. Yes / No

If yes, please attach an explanation of the circumstances, including the specific allegation(s) filed against your firm; the licensing agency that was involved; and the disposition/status of each case.

Name (Print): _____ Title: _____

Company Name: _____

Signature: _____ Date: _____