

SOUTH PARK SCHOOL DISTRICT

2005 Eagle Ridge Drive
South Park, PA 15129
412-655-3111

REQUEST FOR PROPOSAL

The South Park School District invites qualified vendors to submit proposals for **CONTRACTED SCHOOL BUS TRANSPORTATION**. The District's Request for Proposal document can be found by visiting the Business Office page under the Administration tab at sparksd.org.

SUBMISSION OF PROPOSALS

The vendor shall submit two (2) signed copies (1 original, 1 photocopy) of the completed proposal in a sealed envelope clearly marked "**TRANSPORTATION RFP**"

Proposals are due by 10:00 a.m. - Monday, April 5, 2021

Mail or deliver proposal to the following address:

**Attention: Business Manager
South Park School District
2005 Eagle Ridge Drive
South Park, PA 15129**

REQUEST FOR PROPOSAL - STUDENT TRANSPORTATION SERVICES

The South Park School District is soliciting proposals for the provision of Student Transportation Services. These services will include Primary Transportation, Special Transportation, and Auxiliary Transportation as hereinafter defined. Proposals shall be provided to cover a three-year contract, a four-year contract and a five-year contract. All proposals must include all minimum specifications as described in this Request for Proposal. The proposers may add additional services or provide for enhancements of contractual rights for the District but may not propose a service which is less than specified herein or limit the District's contractual rights below those specified herein.

ALL PROPOSALS RECEIVED WILL BE ASSUMED TO INCLUDE, AT A MINIMUM, ALL SERVICES AND CONTRACTUAL RIGHTS SPECIFIED HEREIN, PROPOSING FIRMS, BY SUBMITTING A PROPOSAL, AGREE THAT ANY RESULTING CONTRACT WILL INCORPORATE BY REFERENCE THESE MINIMUM SPECIFICATIONS.

This Request for Proposal includes the following:

- I. Description of South Park School District
- II. Description of Existing Transportation Program
- III. Minimum Contractual Specifications for this Proposal
- IV. Quotation Documents

(UPDATED ON WEDNESDAY, MARCH 17, 2021)

Two (2) copies of your proposal must be submitted by 10:00 A.M., April 5, 2021 to:

**Chelsea Campolongo
Business Manager / Director of Transportation
South Park School District
2005 Eagle Ridge Drive
South Park, PA 15129
412-655-3111, option 4**

All questions concerning this request for proposal should be submitted to the above.

I. DESCRIPTION OF SOUTH PARK SCHOOL DISTRICT

The School District is located in South Park Township, in the southwestern section of Allegheny County, Pennsylvania. The School District is approximately 10 miles south of Pittsburgh, Pennsylvania and shares common boundaries with Bethel Park, Jefferson Hills Borough, Baldwin Borough and Union Township.

The area served by the School District encompasses 9.3 square miles.

South Park School District is largely residential in nature, is well zoned and efficiently managed, with very little business or industrial development.

<u>School District Facilities</u>	<u>Grades</u>	<u>Enrollment</u>
South Park Elementary Center 2001 Eagle Pride Lane South Park, PA 15129	K-4	661
South Park Middle School 2500 Stewart Road South Park, PA 15129	5-8	537
South Park High School 2005 Eagle Ridge Drive South Park, PA 15129	9-12	576

The District is financially stable. The 2020-2021 real estate tax millage is 25.96 mills. The 2020-2021 budget is \$35,461,775.

II. DESCRIPTION OF EXISTING TRANSPORTATION PROGRAM

The District currently contracts its transportation program through First Student. South Park School District personnel prepare the schedule and routing for Primary Transportation services to all District schools and major private schools served by the District’s transportation program. Special Transportation services for special education students, small private schools and special needs are scheduled and routed by the transportation contractor. Auxiliary Transportation services such as Field Trips, Activities, Athletics, Shuttles, etc. are scheduled by District personnel in consultation with the transportation contractor.

The District’s transportation schedule, in general, consists of three or four runs per bus. This consists of a High School run, followed by a Middle School run, followed by an Elementary Center run. The High School drops off between 7:10 to 7:20 AM and picks up at 2:20 PM. The Middle School drops off between 7:50

to 8 AM and picks up at 3:00 PM. The Elementary Center drops off at 8:50 AM and picks up at 3:45 PM.

The District's existing fleet consists of the following, including required reserve vehicles:

TOTAL ACTIVE FLEET 2020-2021

- 13 - 72 Passenger Buses
- 6 - Spare 72 Passenger Buses
- 3 - 48 Passenger Buses
- 11 - 16-28 Passenger Buses
- 6 - Spare 16-28 Passenger Buses
- 4 - 9-Passenger Vans
- 2 - Spare 9-Passenger Vans
- 2 - 5-Passenger Vans
- 2 - Spare 5-Passenger Vans
- 2 - Lift Vans
- 2 - Lift Vans Spare

See Appendix II for a listing of Non Public and Special Education schools served by the District.

Other information on various runs is as follows:

VO-TECH SCHOOL RUNS

- 3 Buses at 11:40 AM from High School to Steel Center
- 3 Buses 2:30 PM from Steel Center to assigned stops

MID-DAY RUNS

The South Park School District offers full-day kindergarten. There are very few mid-day runs to special schools.

All buses are equipped with video monitoring equipment and software which is to be operational at all times. All vehicles are equipped with two-way radios for direct communication with the dispatchers.

III. MINIMUM CONTRACTUAL SPECIFICATIONS FOR THIS PROPOSAL

All proposals shall include, at a minimum, the services and contractual rights described in this section. Proposers may include additional services or improved contractual rights in their proposal. Such additions should be highlighted and will be considered in evaluating all proposals. The District intends to award a contract to the firm that, in its sole discretion, it deems to be in the best interest of the District. Factors such as total cost, services, references and other factors deemed appropriate by the District shall be

considered in this contract. It is the intention of the District to complete final negotiations and award a contract by the April 8, 2021 Meeting of the Board of School Directors. The scheduling and routing is to be prepared utilizing Versatrans School Bus Routing and Planning Software, or a mutually agreed upon alternative, provided to the District by the Contractor.

1. PRIMARY TRANSPORTATION

The Contractor shall provide Primary Transportation services for the designated resident pupils of the District. *“Primary Transportation”* includes the regular in and out transportation, plus any emergency transportation of all resident pupils from their designated residential pick-up stops to their designated public or non-public school or to their special education or vocational schools, and the return of such pupils to their drop-off points in the afternoon, via regular schedules and along regular routes established by the School District and the Contractor for each school year covered by this Agreement.

For all purposes of this Proposal, the term *“Primary Transportation”* shall mean the delivery of pupils to a school in the morning and the return of such pupils to their drop-off points in the afternoon, including in each case, the right of the School District to schedule additional pick-ups and deliveries within two hours from the time of the first pick-up of a pupil until the end of the morning or afternoon run. These services shall be provided by the use of buses as discussed below.

2. SPECIAL TRANSPORTATION

The Contractor shall provide Special Transportation services for special needs students and various special requirements transportation needs as the District shall solely determine. *“Special Transportation”* includes the regular in and out transportation, plus any emergency transportation of designated resident pupils from their designated pick-up stops to their designated public or non-public school or to their special education schools, and the return of such pupils to their drop-off points in the afternoon, via regular schedules and along regular routes established by the Contractor for each school year covered by this Agreement. For the purposes of this Agreement, the term *“Special Transportation”* shall mean the delivery of designated pupils to a school in the morning and the return of said pupils to their drop-off points in the afternoon. Special Transportation Services shall be provided by the use of vans, lift vans, and small buses as hereinafter described. The provision of Special Transportation Services via the several types of vehicles shall be done in the most economical manner sufficient to perform the service. If a larger than necessary vehicle is used at the Contractor’s discretion, the

charge to the District shall be at the rate of the smaller appropriate vehicle.

Regular and Special Transportation services may require the services of the bus aides as determined by the District.

3. AUXILIARY TRANSPORTATION

The Contractor shall provide Auxiliary Transportation services as needed.

“Auxiliary Transportation” includes:

- a) Early dismissal of Non-Public Schools
- b) Tech Schools
- c) Mid-day runs
- d) Activity Runs or Circle Trips including a general swing of the School District
- e) Field Trips and Athletic Events
- f) Other services as requested by the School District including Coach Transportation

Auxiliary Transportation services shall be provided by the appropriate vehicles for the specific need. Unless specified by the District, Auxiliary Transportation services shall be provided by the least expensive means.

4. VEHICLES

The initial vehicle fleet shall consist of:

- 13 - 72 or Larger Passenger Buses
- 3 - 72 Passenger Reserve Buses
- 3 - 48 Passenger Buses
- 1 - 48 Passenger Reserve Buses
- 14 - 23 Passenger Buses
- 2 - 23 Passenger Reserve Buses
- 1 - 36 Passenger Bus
- 1 - 36 Passenger Reserve Bus
- 1 - 18 Passenger Bus
- 1 - 18 Passenger Reserve Bus
- 2 - Lift Vans
- 1 - Reserve Lift Van

At the initiation of this contract:

10 percent of the Fleet shall be no older than two (2) years.
40 percent of the Fleet shall be no older than four (4) years.
100 percent of the Fleet shall be no older than ten (10) years.

At no time during the term of this contract shall any bus in the fleet exceed ten (10) years of age and no van shall exceed ten (10) years of age.

All vehicles shall be equipped with a two-way radio system, which will be in direct communication to the dispatchers assigned to the District. All drivers must communicate any delays or other problems, including any accidents, immediately to the dispatcher via radio. The dispatcher will then communicate by telephone with the District any such incidents which could result in complaints or concerns from parents or school officials.

All vehicles shall be equipped with a video monitoring system which can be accessed by employees of the Contractor and the School District.

Fees for services under this agreement shall be based upon actual services provided. All services will be billed by daily run or other unit of activity as specified in the attached pricing proposal forms. The South Park School District will not be billed for inactive or reserve vehicles. These inactive or reserve vehicles will be maintained for use as replacements when an active vehicle is being serviced and to provide auxiliary services as needed. **Specifications of a minimum number of reserve vehicles in no way limits the Contractor's responsibility to meet peak service needs that require a number of vehicles in excess of the number stipulated herein.**

South Park School District will entertain proposals including vehicles using alternative fuels.

5. VIDEO MONITORS

The Contractor must agree to install and maintain a minimum of two (2) digital cameras on 72-passenger vehicles and one (1) digital video camera with audio on all other vehicles used for transporting pupils under this contract that will record at all times when transporting students. The Contractor will also maintain a reasonable inventory of extra DVR storage drives that will allow swapping for video review. When requested from the School District, the Contractor will provide applicable storage device or video to the District for review within 24 hours. The Contractor will be responsible for providing (on a permanent

basis) a single District user license for software and any related computer peripheral devices that may be needed to review and export video. The system used must be capable of selecting specific portions of video to export to .avi and .mov formats. The recording device should be compatible with existing equipment that is owned by the School District (using Windows PC based format). The system should be equal to or greater than the Seon Mobile Surveillance system using the vMax View software.

The School District is seeking to increase the number of cameras available on its buses. It is not uncommon today to have buses equipped with four (4) video cameras.

The School District is also interested in learning about proposals that may include access to bus video online in real-time.

The Contractor will be responsible for downloading and formatting bus video and providing the video to the School District in a readable format.

6. MAINTENANCE

All vehicles used by the Contractor shall be maintained in sound mechanical condition and at all times during the term of this agreement shall conform to the standards promulgated by the Bureau of Traffic Safety, Pennsylvania Department of Transportation, or other similar governmental agency, and shall exhibit evidence of approval by such Bureau and proof of satisfactory inspection by Pennsylvania State Police. The Contractor shall keep all vehicles in a clean and sanitary condition both interior and exterior. The School District may inspect any vehicle at any reasonable time or board any vehicle at any normal stop for an inspection.

The Contractor shall institute a preventive maintenance program covering all vehicles and shall retain records of preventive maintenance service as well as regular service on all vehicles for the District's inspection.

7. OFFICE SPACE AND TERMINAL FACILITIES

It is preferred that the Contractor will provide an office and a terminal facility within the District's boundaries, any exception made must be agreed upon by the School District. It is understood that South Park School District is not charged for any mileage accrued traveling to or from the South Park School District boundary. Mileage shall be calculated from the first load top to the final unload stop for regular daily and charter service.

8. PERSONNEL

All operators of vehicles used by the Contractor shall meet the regulations and rules of the Bureau of Traffic Safety of the Pennsylvania Department of Transportation in regard to age, fitness, competence, conduct, licensing, physical examination and continuing eligibility.

The Contractor shall at all times furnish the School District with an adequate number of standby drivers, who may be maintenance workers or mechanics duly certified to operate a school bus. The standby driver shall be used when the regular driver is not ready to start his/her run within ten minutes of the regular departure time.

The Contractor will employ a minimum of one operational supervisor/dispatcher who will be available from 6:00 AM to 5:00 PM daily and will be solely assigned to South Park School District's transportation program except for minor or incidental additional duties.

The School District reserves the right of meeting with the Contractor to discuss the removal of any driver who, in the judgment of the School District, is not rendering satisfactory service. Any requests for the removal of a driver by the School District shall be final and binding on the Contractor and shall be immediately implemented.

Before school opens in the fall, the Contractor shall supply the School District with a list of names, addresses and telephone numbers of the drivers it is planning to use. The first week of each month thereafter, any additional names, addresses and telephone numbers of new drivers to be employed and present drivers to be discharged shall be supplied to the School District.

The Contractor must also provide copies of all required driver clearances prior to doing any work for South Park. This will be at the expense of the contractor and/or individual employee and not the district. Drivers cannot operate a vehicle on a School District run without being cleared and approved by the School District.

All proposals must describe in detail the firm's program for driver selection and training.

9. SAFETY AND DISCIPLINE

The proposal must specify in detail the proposing firm's safety programs. These programs should include, but not be limited to, safety programs for drivers and other employees, safety programs for students and safety materials for each school. The Contractor must have in place a drug-screening program for all drivers. This program must include, but not be limited to, a pre-employment screening.

It shall be the responsibility of the Contractor to maintain discipline in each vehicle in accordance with such regulations as have been or may be adopted by the School District. All significant disciplinary problems must be promptly reported to the School officials, both public and private, designated by the School District in writing on forms furnished by the School District. The School District agrees to assist in rectifying the aforesaid disciplinary problems.

In order to facilitate maintaining discipline, the Contractor will provide each driver prior to the start of each year a listing of rules and procedures for the South Park School District related to discipline. This will include a copy of documentation forms used for documenting discipline problems and names of all principals of schools that are served by that driver.

10. SERVICE LEVELS AND PENALTIES

This proposal is for a service contract. The level of service provided is very important to the District. The proposing firms should describe in detail the processes and procedures utilized to ensure that service levels are, at all times, kept to the highest standards. This should include all types of services, including auxiliary services. It is very important that the successful Contractor be able to maintain its regularly scheduled Primary and Special Transportation services even during peak use of Auxiliary Transportation such as field trips, athletic trips, etc.

As previously stipulated, the Contractor shall maintain a minimum number of reserve vehicles to assist in meeting demand and replace vehicles temporarily out-of-service. The Contractor shall employ a sufficient number of stand-by drivers to ensure that service requirements are met. A sufficient portion of the Contractor's maintenance and/or other staff shall be properly licensed and trained to serve as replacement drivers as needed. **However, in no case shall the dispatchers be assigned to drive vehicles, leaving the dispatch office unsupervised.**

In the event the Contractor fails to comply with any of the requirements for the provision of delivery of vehicles, Contractor shall, in addition to not being paid for that run, pay a penalty equal to the daily rate

applicable to the route in question, for each day of non-compliance. Without limitation, the following shall result in imposition of such a penalty:

- a) A driver changing a route or stop without securing approval from the School District, unless such change in route or stop is the result of an emergency, in which case notice and securing of approval shall be as soon as possible.
- b) A driver leaving a bus unattended with children on board.
- c) A driver failing to complete a run or being late for a run as the result of insufficient fuels.
- d) Contractor's failure to respond to a breakdown with a replacement vehicle within thirty (30) minutes of the breakdown if such breakdown occurs within the boundaries of the School District, and/or Contractor's failure to notify the School District of any known problems which result in one or more buses being late.

In the event of equipment breakdowns the Contractor is unable to provide the Primary, Special and/or Auxiliary Transportation services required by this agreement, the Contractor shall reimburse the School District for all expenses incurred as a result of the unavailability of such replacement buses. This shall include, but not be limited to, any fees for events missed, any costs for alternative transportation, any overtime required of District staff, and any added costs for late arrival to an event.

If the Contractor for any reason is unable to provide the Primary, Special and/or Auxiliary Transportation services required and so notifies the District in a timely manner, the District may obtain replacement service providers. The Contractor agrees to reimburse the District for all excess costs incurred in obtaining such alternate services.

If the Contractor is unable to provide the Primary, Special and/or Auxiliary Transportation required and does not notify the District in a timely manner, the Contractor shall pay all excess costs incurred by the District in addition to a penalty fee equal to the daily rate of the service in question.

11. ROUTING AND SCHEDULING

For Primary Transportation services, the South Park School District will prepare all bus schedules, routes and stops. The District will notify all parents or guardians of students of appropriate schedules, stops, rules, etc.

The schedules will be provided to the Contractor to be distributed to each driver and posted on the bus. Any changes to the schedules or routes must be noted on the bus copy. **Except in case of an emergency, neither the driver nor the Contractor has the right to change the route of any bus without the authorization of the School District. This includes, but is not limited to, reversing the route, changing roads to or from the start of the route, changing roads within the route or changing the scheduled stops on the route.**

For Special Transportation services, the contractors will prepare all routing subject to approval by the district.

Additionally, the Contractor will provide the following services:

- a) The Contractor agrees to be the first point of contact for all problems, inquiries, etc., and will handle these situations to the best of their ability in conjunction with the School District's established policies. All changes requiring additional charges will be reviewed with and approved by the District prior to being implemented or promised.
- b) The Contractor will be responsible for notifying parents or guardians of students on Special Transportation of appropriate schedules, stops, rules, etc.
- c) The Contractor will revise and/or re-route vehicles to accommodate the needs of the Special Transportation students within the constraints of their existing fleet, except if additional charges are required, the Contractor will review the change with the District prior to implementation.

For both Primary and Special Transportation services, prior to the start of each school year, all drivers will be required to drive their assigned routes, both morning and afternoon, during the scheduled time periods and in the regular buses at least five times in order to familiarize themselves with the routes, the traffic conditions and the equipment.

12. RECORDS AND STATE REPORTS

The Contractor must acknowledge that it is an experienced school transportation carrier and is experienced in and knowledgeable of the Pennsylvania Department of Education (PDE) record keeping requirements and reporting requirements. The Contractor shall obtain and maintain all necessary records required by PDE for school transportation programs and shall provide to the District copies of all records required to be maintained by the District. The Contractor shall promptly complete the annual reimbursement forms and other required reports and furnish such information in this regard as the School District may request or require, including and not limited to, number of bus routes, pupils carried per bus from place of origin to destination, miles of bus travel, amount of gasoline consumed, accident reports, and similar relevant data.

All data for use in completing state reports shall be properly computed using weighted average students and proper mileage. Actual numbers of transportation days will also be properly reported. All reserve vehicles will be properly reported whether utilized or not as they are reimbursable.

The Contractor shall complete all reports to be filed with the Department of Education and shall provide the District with the originals and one copy.

The Contractor agrees that it will fully reimburse the District for any penalties or fines incurred or subsidy lost due to the Contractor's failure to properly obtain, maintain or report such required information or its failure to prepare and maintain adequate records to support the required data.

13. OPERATING COSTS

In order to minimize costs, the parties agree that they will allow for the purchase of up to 135,000 gallons of gasoline by the Contractor in the name of the School District, and assuming the same continues to be economically and legally feasible, the Secretary of the Board of School Directors of the School District will be authorized, subject to existing laws, at any time and from time to time, to execute such exemption certificates as the Contractor may request, to permit the Contractor to purchase gasoline in the name of the School District for use exclusively in connection with the performance of the Agreement and for use on vehicles and equipment related thereto. The Contractor must warrant and covenant to indemnify the School District and hold it harmless against any charge, claim, suit, demand, or liability of any kind whatsoever arising out of any such purchase or the execution of any such exemption certificate.

14. REQUIRED BOND

The successful proposer, as a condition precedent to executing a contract, shall provide a performance guarantee indemnity bond in the amount of not less than \$250,000.00 as security for the faithful performance of the contract. The premium on said bond will be borne by the successful proposer and the bond will be drawn in favor of South Park School District. The bond shall be issued by a company authorized to conduct such business in the Commonwealth of Pennsylvania.

The contract may be terminated by the District due to non-performance by the Contractor or due to other reasons that would constitute just cause. Upon such termination by the District, damage to be recovered from the performance guarantee indemnity bond shall include, but not be limited to, all costs required to obtain alternative transportation services for the duration of this contract and reasonable attorney fees and interest on any such damages at the statutory rate.

15. OTHER

- a) Where bus aides are required on a route, upon agreement by the District, the Contractor shall hire and pay said aides, and the Contractor shall invoice the District for said services as proposed herein.
- b) The Contractor shall provide four (4) Coach Bus Charters per school year to the District at no additional cost.
- c) The Contractor shall comply with and observe the provisions of the Vehicle Code, Public School Code of 1949, and all other laws of the Commonwealth of Pennsylvania, including the rules and regulations of its departments, agencies, and political subdivisions, applicable to the transportation of pupils.
- d) The Contractor shall carry with an insurance company or companies authorized to insure such risks in Pennsylvania, public liability and property damage insurance with respect to each vehicle used by it under this Agreement in policy amounts not less than \$10,000,000 per accident, or such greater amount as shall be required by law. The School District shall be an additional named insured under said policies and certified copies of such policies shall be on file with the School District before service begins.
- e) The Contractor and the School District hereby stipulate that the Contractor, while engaged in performing service under the terms

and conditions of this Agreement, is an independent contractor and is not a servant, agent or employee of the School District.

- f) The Contractor agrees to indemnify, defend and hold harmless the School District for any act of omission or commission of the Contractor's employees that are within the scope of their employment with the Contractor.
- g) The School District retains the right to provide transportation services via mini buses, vans, cabs, or other vehicles involving students not reasonably or economically transported via this Contract as the School District may deem necessary or desirable by means of School District owned or leased vehicles or by means of other contract carriers.
- h) The Contractor agrees that all drivers employed and working under this Agreement will be advised that the School District will conduct such investigations relative to the fitness and competency of said drivers as the School District deems reasonable to assure a safe and efficient transportation system and that any of said drivers, prior to being assigned for service under this Agreement, will consent in writing to the right of the School District to conduct such personal examination as it may deem reasonable, necessary and proper.
- i) The parties acknowledge that all transportation contracts of School Districts in Pennsylvania are subject to the approval of the Pennsylvania Department of Education and that this Agreement is expressly contingent upon securing said approval.
- j) The Contractor shall provide the following service at no additional cost to the District:
 - i. Any student requiring special transportation to a South Park School District school because his or her short-term disability prevents these students from using regular transportation.
- k) All services of the contract shall be provided from a facility operated by the Contractor that is within or no more than five miles outside of the District's boundaries. It is understood that no miles without a student will be calculated until the vehicle enters School District boundaries. The vehicles shall operate from the same facility from which the dispatcher operates.

IV. QUOTATION DOCUMENTS

In order to be considered, the following documents must be attached to and made part of all proposals. Each document must be signed by an authorized officer or agent of the proposing firm and will be binding on the proposing firm.

1. Three-year contract pricing proposal (Appendix A - 1)
2. Four-year contract pricing proposal (Appendix A - 2)
3. Five year contract pricing proposal (Appendix A - 3)
4. Declaration and Signature Page
5. Non-Collusion Affidavit

**SOUTH PARK SCHOOL DISTRICT
REQUEST FOR PROPOSAL FOR STUDENT**

**TRANSPORTATION SERVICES
SIGNATURE PAGE**

The undersigned hereby acknowledges that he/she has read and agrees to all stipulations of the Request for Proposal - Student Transportation Services, except as clearly described in a written attachment to this Proposal. The written attachment must clearly state the section or requirement to which exception is taken and describe any alternative that is being proposed. Failure to take exception indicates agreement with all requirements of the Request for Proposal and that all such requirements are reflected in the proposed pricing.

When proposer is an individual

If the proposer is an individual trading under his own or a fictitious name, this Proposal must be signed by the individual owner and his exact Post Office Address must be given. If one other than the owner signs this proposal then a notarized certificate of authority signed by the owner must accompany this Proposal.

(SEAL)
(Witness)

(Proposer)

Address: _____

Trading as _____
(Fictitious Name)

When proposer is a partnership

If the proposer is a partnership trading under an individual or fictitious name, this Proposal must be signed by one or more of the partners and the exact names and Post Office Addresses of the members of the firm or partnership must be included. If one other than a partner signs this proposal, then a notarized certificate of authority signed by all partners must accompany this Proposal.

(SEAL) _____
(Witness) (Proposer)

Address: _____

When proposer is a corporation

If the proposer is a corporation, this proposal must be signed by the President or Vice President or by an individual whose notarized certificate to execute must accompany this Proposal together with the names, titles, and business addresses of the President, Secretary and Treasurer which must appear on the said certificate.

(Corporate)

ATTEST

(SEAL) _____
(Secretary)

BY:

(President)

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this proposal. According to the Pennsylvania Anti - Bid Rigging Act. 73 P.S. § 1611 et.seq., Governmental agencies may require Non-Collusion Affidavits to be submitted together with proposals.
2. This Non-Collusion Affidavit must be executed by the member, officer, or employee of the proposer who makes the final decision on prices and the amount quoted in the proposal.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of proposals are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, or all other persons employed by or associated with the proposer with responsibilities for the preparation, approval or submission of the proposal.
4. In the case of a proposal submitted by a joint venture, each party to the venture must be identified in the proposal documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term “*complementary proposal or bid*” as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of the proposals higher than the proposal of another firm, any intentionally high or noncompetitive proposal or bid, and any other form of proposal or bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the proposal.

NON-COLLUSION AFFIDAVIT

Student Transportation Service Proposal _____

State of _____

County of _____

I state that I am _____ of

(Title /Position)

(Name of my firm)

And that I am authorized to make this Affidavit on behalf of my firm, and its owners, director, and officers. I am the person responsible in my firm for the price(s) and the amount of this proposal.

I state that:

- 1) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, proposer or potential proposer.
- 2) Neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is a proposer or potential proposer, and they were not disclosed before proposal opening.
- 3) No attempt has been made or will be made to induce any firm or person to refrain from proposing on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally higher or non-competitive proposal or other form of complementary proposal.
- 4) The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other non-competitive proposal.
- 5) _____, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to proposing on any public contract, except as follows:

I state that _____ understands and acknowledges that the above representatives are material and important, and will be relied on by the SOUTH PARK SCHOOL DISTRICT in awarding the contract(s) for which this proposal is submitted. I understand and my firm understands that any misstatement in this Affidavit is and shall be treated as fraudulent concealment from the SOUTH PARK SCHOOL DISTRICT of the true facts relating to the submission of proposals for this contract.

(Name)

(Title/Position)

**SWORN TO ME AND SUBSCRIBED
BEFORE ME THIS _____, DAY
OF _____, 20 _____**

Notary Public

APPENDIX A – 1
2021-2024

	A	B	C	D
1	PRIMARY TRANSPORTATION SERVICES	2021-2022	2022-2023	2023-2024
2	Daily Cost Per Completed Route:	\$	\$	\$
3	72 or Larger Passenger Buses	\$	\$	\$
4	48 Passenger Buses	\$	\$	\$
5	23 Passenger Buses	\$	\$	\$
6	36 Passenger Bus	\$	\$	\$
7	18 Passenger Bus	\$	\$	\$
8	Lift Vans	\$	\$	\$
9				
10	SPECIAL TRANSPORTATION SERVICES	2021-2022	2022-2023	2023-2024
11	Daily Cost Per Completed Route:			
12	5 Passenger Buses	\$	\$	\$
13				
14	AUXILIARY TRANSPORTATION SERVICES			
15	Daily Cost Per Completed Route:			
16	Early Dismissals (per run)	\$	\$	\$
17	Field / Athletic Trips (per run)	\$	\$	\$
18				
19	OTHER TRANSPORTATION SERVICES	2021-2022	2022-2023	2023-2024
20	Daily Cost Per Completed Route:			
21	Bus / Aide (per run)	\$	\$	\$
22	Mid-Day Runs	\$	\$	\$
23	Other Charges (Please list):	\$	\$	\$
24		\$	\$	\$
25		\$	\$	\$
26		\$	\$	\$

(PROPOSER – FIRM/COMPANY)

(DATE)

(AUTHORIZED SIGNATURE)

APPENDIX A – 2
2021-2025

	A	B	C	D	E
1	PRIMARY TRANSPORTATION SERVICES	2021-2022	2022-2023	2023-2024	2024-2025
2	Daily Cost Per Completed Route:	\$	\$	\$	\$
3	72 or Larger Passenger Buses	\$	\$	\$	\$
4	48 Passenger Buses	\$	\$	\$	\$
5	23 Passenger Buses	\$	\$	\$	\$
6	36 Passenger Bus	\$	\$	\$	\$
7	18 Passenger Bus	\$	\$	\$	\$
8	Lift Vans	\$	\$	\$	\$
9					
10	SPECIAL TRANSPORTATION SERVICES	2021-2022	2022-2023	2023-2024	2024-2025
11	Daily Cost Per Completed Route:				
12	5 Passenger Buses	\$	\$	\$	\$
13					
14	AUXILIARY TRANSPORTATION SERVICES				
15	Daily Cost Per Completed Route:				
16	Early Dismissals (per run)	\$	\$	\$	\$
17	Field / Athletic Trips (per run)	\$	\$	\$	\$
18					
19	OTHER TRANSPORTATION SERVICES	2021-2022	2022-2023	2023-2024	2024-2025
20	Daily Cost Per Completed Route:				
21	Bus / Aide (per run)	\$	\$	\$	\$
22	Mid-Day Runs	\$	\$	\$	\$
23	Other Charges (Please list):	\$	\$	\$	\$
24		\$	\$	\$	\$
25		\$	\$	\$	\$
26		\$	\$	\$	\$

(PROPOSER – FIRM/COMPANY)

(DATE)

(AUTHORIZED SIGNATURE)

APPENDIX A – 3
2021-2026

	A	B	C	D	E	F
1	PRIMARY TRANSPORTATION SERVICES	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
2	Daily Cost Per Completed Route:	\$	\$	\$	\$	\$
3	72 or Larger Passenger Buses	\$	\$	\$	\$	\$
4	48 Passenger Buses	\$	\$	\$	\$	\$
5	23 Passenger Buses	\$	\$	\$	\$	\$
6	36 Passenger Bus	\$	\$	\$	\$	\$
7	18 Passenger Bus	\$	\$	\$	\$	\$
8	Lift Vans	\$	\$	\$	\$	\$
9						
10	SPECIAL TRANSPORTATION SERVICES	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
11	Daily Cost Per Completed Route:					
12	5 Passenger Buses	\$	\$	\$	\$	\$
13						
14	AUXILIARY TRANSPORTATION SERVICES					
15	Daily Cost Per Completed Route:					
16	Early Dismissals (per run)	\$	\$	\$	\$	\$
17	Field / Athletic Trips (per run)	\$	\$	\$	\$	\$
18						
19	OTHER TRANSPORTATION SERVICES	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
20	Daily Cost Per Completed Route:					
21	Bus / Aide (per run)	\$	\$	\$	\$	\$
22	Mid-Day Runs	\$	\$	\$	\$	\$
23	Other Charges (Please list):	\$	\$	\$	\$	\$
24		\$	\$	\$	\$	\$
25		\$	\$	\$	\$	\$
26		\$	\$	\$	\$	\$

(PROPOSER – FIRM/COMPANY)

(DATE)

(AUTHORIZED SIGNATURE)

APPENDIX 2
NON-PUBLIC/OTHER SCHOOLS

NON-PUBLIC	OTHER
Ave Maria Academy – Bethel Park	DART Preschool Early Intervention
Cornerstone Christian Academy	Independence Middle School
Friendship Academy	Mon Valley School
Hillcrest Christian	Pathfinder
Jubilee Christian	Pittsburgh Pioneer
Phase 4 Learning Center	Steel Center
Pressley-Ridge	
Propel Hazelwood	
Propel McKeesport	
Seton La Salle	
St. Anthony School	
St. Elizabeth School	
St. Gabriel School	
St. Louise de Marillac	
Watson Institute - WISCA	
Wesley High School	
Wesley K-8 School	
Western PA School for Blind Children	
Western PA School for the Deaf	
Young Scholars	