



NOTICE OF INVITATION FOR BID

NOTICE OF INVITATION FOR BID NUMBER 11-16-15

MATERIAL OR SERVICE Supplemental Student Transportation

BID DUE DATE Wednesday, April 14, 2010 @ 2:00 PM LOCAL TIME

**BID SUBMITTAL LOCATION TUSD Purchasing Department
1010 E. 10th Street, Building B, Room 272
East Building (10th & Fremont)
Fremont Street Entrance, Second Floor
Tucson, AZ 85719 (520) 225-6080**

**PRE-BID CONFERENCE DATE NA
TIME NA
LOCATION NA**

This solicitation may be obtained from our website at: <http://www.tusd1.org/bidrfp/rfp.asp> Any interested bidders without internet access may obtain a copy of this solicitation by calling (520) 225-6080, or a copy may be picked up during regular business hours at the District's Purchasing Department, 1010 East 10th Street, Building B, Room 272, East Building, Fremont Street Entrance, Second Floor, Tucson, Arizona. If you experience any problems receiving this Invitation for Bid, please call (520) 225-6080.

If you do not wish to bid on this solicitation, please provide written notification of your decision. Failure to respond could result in deletion of your name from the District's vendor listing. This form may be returned to the address above, or faxed to (520) 225-6082. A "No Bid" will be considered a response.

- I am submitting a "No Bid" at this time.**
Please keep my name on the District's Bidder's List.
- I cannot provide services of this nature.**
Please remove my name from this category. I will submit a revised Vendor Registration Form
A copy of the Vendor Registration Form is at <http://www.tusd1.org/contents/depart/purchase/vendor.html>
- I no longer wish to do business with Tucson Unified School District.**
Please remove my name from the District's Bidder's List.
- I am no longer in the business to provide these services.**
Please remove my name from the District's Bidder's List.

Name of Company	Date Signed
Authorized Signature/Local Representative	Telephone/Fax Number
Type Name and Position Held with Company	
Mailing Address	City
	State
	Zip

IFB Notice to be mailed: March 25, 2010



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1010 E. 10th Street, Building B, Room 272
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Fremont Street Entrance, Second Floor
Tucson, AZ 85719 (520) 225-6080

PRE-BID CONFERENCE DATE: NA

TIME: NA

LOCATION: NA

PROCUREMENT SPECIALIST: Lawrence G. Cutrone, Contracts Manager
TELEPHONE NUMBER (520) 225-6080

INTERESTED BIDDERS MAY OBTAIN A COPY OF THIS SOLICITATION FROM OUR WEBSITE AT: <http://www.tusd1.org/bidrfp/rfp.asp> ANY INTERESTED BIDDERS WITHOUT INTERNET ACCESS MAY OBTAIN A COPY OF THIS SOLICITATION BY CALLING (520) 225-6080, OR A COPY MAY BE PICKED UP DURING REGULAR BUSINESS HOURS AT THE PURCHASING DEPARTMENT, 1010 EAST 10TH STREET, BUILDING B, ROOM 272, EAST BUILDING, FREMONT STREET ENTRANCE, SECOND FLOOR, TUCSON, ARIZONA.

Competitive sealed bids for the specified material or service shall be received by the Purchasing Department, 1010 East 10th Street, Building B, Room 272, East Building, Fremont Street Entrance, Second Floor, Tucson, Arizona 85719, until the time and date cited. Bids received by the correct time and date shall be publicly recorded.

Bids must be in the actual possession of the Purchasing Department at the location indicated, on or prior to the exact time and date indicated above. Late bids shall not be considered. The prevailing clock shall be the District's Purchasing Department's clock.

Bids must be submitted in a sealed envelope. The Invitation for Bid Number and the bidder's name and address should be clearly indicated on the outside of the envelope. A Bidder shall submit an offer on a signed original hard copy on the forms provided in this solicitation. The District is requesting that an electronic copy, in Word and/or Excel format, on a flash drive, CD-R or 3.5 inch IBM compatible diskette. No substitute document for the forms will be accepted.

Vendors who wish to submit their bids in person are advised to allow themselves ample time to submit their bids at the above address.

Issue Date _____

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I. INSTRUCTIONS TO BIDDERS

- A. **Directions for Submitting Bids** A Bidder shall submit an offer on a signed original hard copy on the forms provided in this solicitation. Please send an electronic copy, in Word and/or Excel format, on a flash drive, CD-R or 3.5 inch IBM compatible diskette. No substitute document for the forms will be accepted. If this document is not properly signed, the bid may be considered non-responsive. In case of discrepancy between hard copies of the bid and the electronic copy of the bid submitted, the hard copy shall govern.

Telephoned, telegraphed, emailed, or faxed bids are not acceptable.

In the event that no bid is to be submitted, please advise the Tucson Unified School District, Purchasing Department, whether or not further invitations for like items covered by this bid are desired. Any bidder not responding to two (2) consecutive Invitation for Bids for similar procurements may be removed from the Bidders List for those items. A “No Bid” will be considered a response.

An offer shall be submitted either on the forms provided in this solicitation or their substantial equivalent. Any substitute document for the forms provided in this solicitation will be legible and contain the same information requested on the form.

The submission of a bid shall indicate that the bidder has read the terms and conditions, understands the requirements and that the bidder can supply the required personnel, equipment and services.

No alterations, erasures or additions are to be made unless initialed in ink. Bids must be legible, typewritten if possible. Illegible or vague bids may be rejected.

Failure to examine any specifications and/or instructions will be at bidder’s risk.

In case of error in the extension of prices in the bid, unit price shall govern.

The District reserves the right to return any equipment/products/supplies which do not meet the specifications indicated in the Invitation for Bid at the bidder’s expense. The bidder guarantees that equipment and/or supplies are standard, new and regular stock.

- B. **Bidder Certification** By submission of this bid, the bidder certifies that: (1) the bidder has not paid nor agreed to pay any person, other than a bona fide employee, a fee or brokerage resulting from the award of this contract; (2) the prices in this bid have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such prices with any other bidder.
- C. **Offer and Acceptance Form** The Offer and Acceptance form within the Solicitation shall be submitted with the Offer and shall include a signature by a person authorized to sign the Offer. The signature shall signify the Offeror’s intent to be bound by the Offer and the terms of the Solicitation and that the information provided is true, accurate, and complete. Failure to submit verifiable evidence of an intent to be bound, such as an original signature, may result in rejection of the Offer.
- D. **Bidder’s Responsibility** It shall be the bidder’s responsibility to ensure compliance with this Invitation for Bid to include completion of all information as requested: inclusion of descriptive literature as required, compliance with all general conditions, provision of samples for evaluation within the specified time frame, and any other information or service which may be required for proper evaluation of bid response. Failure to comply with any requirement of this Invitation for Bid may result in rejection of bid response.

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- E. Form of Contract** It shall be understood by the offeror and the District that the bid received is a signed agreement to furnish all goods and perform all services, including labor (if any), as stipulated in the documents, upon the award of the bid. The District may issue a numbered purchase order which will serve as an additional Contractual Agreement with the successful offeror.

The two (2) documents (the original bid response bearing the signature of the offeror and the District's signed purchase order) become the forms of Contractual Agreement, agreeing to the performance of all conditions set forth in the solicitation, the standard conditions and special instructions and conditions, including any addenda issued by the solicitation.

If a firm submitting a bid requires that an additional contract be signed by the District, a copy of the proposed contract must be included with the bid. Proposed bidder contract documents will be reviewed by the District. A bidder's contract document shall not become part of the purchase contract unless and until it is signed by an authorized representative of the District. The District's contract documents shall govern in event of conflict with the terms of a bidder's contract. No contract exists on the part of the District until a written purchase order is issued. A signed and executed Offer and Acceptance will be considered sufficient notice of acceptance of contract. The Contract may be modified only through a written Contract Amendment agreed to and signed by both parties.

- F. Public Record** Pursuant to Arizona Department of Education School District Procurement Rules (Arizona Administrative Code, R7-2-1005), all bids shall be open for public inspection after contract award, except to the extent the bidder designates, and the District concurs, that trade secrets or other proprietary data contained in the bid documents remain confidential. If the bidder designates a portion of their bid as confidential, bidder shall isolate and identify in writing the confidential portion(s) at the time of bid submission. The District shall make a determination prior to contract award on whether the designated information is confidential.

- G. Withdrawal of Bids** Any bid may be withdrawn by the bidder at any time prior to the date and time set for the bid opening. After the date and time set for bid opening, no bid may be withdrawn for a period of sixty (60) days, except as allowed in R7-2-1030.

- H. Tax Requirements** Do not include any Sales or Use Tax on individual items in this Bid. Indicate the percent of tax to be charged by you on the Offer and Acceptance Page of this document. Any bidder from outside the city limits of Tucson indicating tax in excess of the 5.6% State and/or Use Tax must have or must place on file with the Finance Department of the Tucson Unified School District, proof that bidder has secured a City Business Privilege License from the local jurisdiction for which the tax is collected. The District is not exempt from paying Sales and/or Use Tax. Use Tax will be paid on any item on which Sales Tax has not been paid. The District is exempt from paying Federal Excise Tax.

I. Licenses

The bidder shall procure and maintain all permits and licenses, and pay all charges and fees, necessary and incidental to the lawful conduct of its business. Bidder shall be responsible for remaining fully informed of and in compliance with all federal, state and local laws, ordinances and regulations, which may in any manner, effect the fulfillment of the contract. TUSD may require proof of licensing for all firms and individuals that will or may be involved in any awarded contract.

- J. General Information** Any formal written protest arising from the solicitation and/or award of this Invitation for Bid shall be filed with Lawrence G. Cutrone, the District Representative. Written protests relating to the initial solicitation must be filed with the District Representative prior to bid opening. All other protests must be filed within ten (10) days after the protester knows or should have known the basis of the protest, whichever is earlier. Contact with the District Representative may be made at (520) 225-6080 for the information required in the filing of a formal written protest pursuant to State Board of Education School District Procurement Rule R7-2-1142. Arizona Department of Education School District Procurement Rules (Arizona Administrative Code, R7-2-1001 through R7-2-1195) can be found at http://www.azsos.gov/public_services/Title_07/7-02.htm#Article_10.

BID NO. 11-16-15 – Supplemental Student Transportation

This Invitation for Bid is issued in accordance with the requirements of the Arizona Department of Education School District Procurement Rules (Arizona Administrative Code, R7-2-1001 through R7-2-1195). Any contract awarded as a result of this Invitation for Bid shall be governed by said rules.

The District reserves the right to accept or reject any bid, or any part thereof, unless specified otherwise, and to waive any minor informalities in any bid deemed by us to be in the best interest of the District.

The successful bidder shall be prepared to enter into a contract with the District within ten (10) days after notice of intent to award.

The successful bidder shall be responsible for all permits, fees or charges necessary and incidental to the lawful conduct of its business. The successful bidder shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the provision of services under the contract.

Specifications and specific requirements are attached. For each specific requirement, indicate if your bid complies or how it deviates. Bidders are strongly encouraged to be specific in describing their services and supplemental information may be attached. Each supplemental entry must reference the section or specific requirement to which it applies.

In the event of a conflict in the provisions of the contract as accepted by the District, the following order of precedence shall prevail: (1) Special Terms and Conditions, (2) Standard Terms and Conditions, (3) Specifications or Scope of Work, (4) Attachments and Exhibits, (5) Documents referenced or included in the solicitation.

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**II. SPECIAL TERMS AND CONDITIONS
FOR BIDS**

- A. **Overview** It is the intention of the Tucson Unified School District to purchase supplemental pupil transportation services from qualified contractor(s) providing the required number and types of vehicles and qualified drivers necessary for the safe transportation of pupils to and from school, between schools, and to and from other District sponsored activities such as athletic events and field trips. Transportation services may be required for regular and special education programs as well as any additional students that may be identified under the School Choice Program. Such transportation is a supplement to District transportation and shall be provided at such times and places specified by the District's Director of Transportation or designee.

The exact number of trips, miles or expenditures for this agreement is not known. However, it is anticipated that total expenditures will be approximately \$700,000.00 for the initial term of the agreement. This figure is not to be construed as an estimate or guarantee for this bid, but as an aid to vendors in the preparation of bids. The services required for this bid will be based solely on the needs of the Tucson Unified School District. Vendor(s) will be paid for actual services requested by TUSD and rendered by vendor(s). Successful bidder agrees to maintain prices regardless of the amount of services provided.

- B. **Price** Prices must remain firm for 365 days, for the initial term of the contract. The District's Purchasing Department will review fully documented requests for price increases prior to any contract renewal. The requested price increase must be based upon a cost increase that was clearly unpredictable at the time of bid, and can be shown to directly affect the price of the item concerned. The District's Purchasing Department will determine through competitive market review, trade publications, independent price indexes, and/or other means, whether the requested price increase or an alternative option is in the best interest of the District. The vendor shall offer the District any published price reduction during the contract period. All price adjustments will be effective on acceptance by the District's Purchasing Department. Prices, as indicated, shall include all costs associated with the specified service. Any extra or incidental costs must be indicated separately.
- C. **Warranty/Guarantee** All bidders must guarantee full satisfaction of their products use or permit unsatisfactory product to be returned collect for full money refund. All defective products shall be replaced and exchanged by the vendor. The cost of transportation, unpacking, inspection, repacking, reshipping or other like expenses shall be paid by the vendor. All replacement products must be received by the District within ten (10) days of initial notification. If applicable, vendor shall indicate current pricing for an annual service contract, and estimated percent increase after the initial year service period expires. The District has the option to either accept or pass on future maintenance agreements. Vendors shall provide an example of a service support agreement with this bid. Bidders must agree to provide maintenance and repairs after the first year.
- D. **Catalogs and Related Literature** Vendor(s) must provide catalogs, brochures, cross-reference sheets and/or any related literature as needed by the District.
- E. **Contract Period** It is the intent of the District to award a multi-term contract for the specified materials/services/products beginning with fiscal year 2010-2011. If this is a multi-term contract and assuming funds are appropriated to support continuation of services for succeeding fiscal periods, the original contract may be renewed annually for a total time of contract not to exceed five (5) consecutive fiscal years. Renewal shall be a mutual agreement between the awarded firm and the Tucson Unified School District. However, no renewal contract exists unless and until a purchase order is issued each fiscal year.

Conditions for renewal of the contract shall include, but not be limited to, satisfactory performance of services during the preceding contract term, ability to continue to provide satisfactory services, continued adherence to the requirements of the bid documents, and continued competitive prices for the services and/or products provided under the original contract.

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- F. **Contract Liaison** The Contract Liaison for any contract awarded under this Invitation for Bid will be Thomas J. Mulligan, Transportation Director, (520) 225-4801. The Contract Liaison shall act as the District's contract manager and oversee performance under the contract.

The Contract Liaison may provide the vendor with general guidance as to the contract performance. However, this individual is not authorized to make changes in the contractual or performance requirements of any contract. Changes to an awarded contract shall be effective only upon written approval from the District's Purchasing Department.

- G. **Additional Services** The District reserves the right to add related services to the contract at any time during the contract period. The District shall contact the contractor for prices prior to adding any service, and may at TUSD's sole option, accept the quoted price or purchase elsewhere those services.

H. **Service To Include But Not Limited To:**

Prompt delivery of supplies following receipt of purchase order per schedule in bid.

Prompt response to District inquiries regarding availability of stock, delivery time and other needs as may arise during the term of the contract.

Ability and willingness to advise District staff when special needs arise.

Ability and willingness to promptly investigate claims of defective and/or inferior quality and to make necessary adjustments. Investigations to include on-site response if necessary.

A periodic visit to the Purchasing Department from representative to provide service as required.

Acceptance of collect telephone calls by out-of-city vendors who do not offer toll-free numbers.

- I. **Safety and Security** The Contractor shall comply with all safety laws, ordinances, rules and regulations applicable to the work.

The Contractor shall provide protection for all persons and all District property within the working area or approach thereto and shall erect temporary barricades, if necessary.

It shall be the responsibility of the Contractor to ascertain from the District Office, under whose direction the work shall be performed, the rules and regulations pertaining to safe driving on school grounds, particularly when students and staff are present. The contractor's drivers shall exercise extreme caution at all times.

- J. **Contractor/Key Personnel** It shall be the Contractor's responsibility to adequately screen all of the Contractor's personnel providing services under the contract, to determine the appropriateness of their working with students, staff or families. Said screening shall include, but may not be limited to background checks to ensure that the assigned personnel do not have convictions for the crimes outlined in A.R.S. 15-512 and 15-534. The District reserves the right to request confirmation of such screening and the documentation results.

The Contractor must provide an adequate staff of qualified and experienced personnel to provide services under the contract. The Contractor must agree to assign specific individuals to key positions. The Contractor agrees that, once assigned to work under this contract, key personnel shall not be removed or replaced without written notice to the District. If key personnel are not available to work under this contract for a continuous period exceeding thirty (30) calendar days, or are expected to devote substantially less effort to the work than initially anticipated, the Contractor shall immediately notify the District, and shall, subject to the concurrence of the District, replace such personnel with personnel of substantially equal ability and qualifications. The District reserves the right to require replacement of assigned personnel when this is deemed to be in the District's best interest. Upon such notice, the Contractor shall promptly assign a new appropriately qualified and experienced employee.

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K. Response Time Contractor shall promptly respond within 48 hours to a District request for services. Acceptable response will be a return contact to obtain the requirements for filling the request.

L. Insurance Certificates of Insurance shall be provided by the successful firm(s) or individual(s) providing Commercial Liability Coverage within ten (10) days after the District issues a notice of award. Contractor and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract are satisfied, insurance against all claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. TUSD in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this contract by the Contractor, his agents, representatives, employees or subcontractors and Contractor is free to purchase additional insurance as may be determined necessary.

1. Minimum Scope and Limits of Insurance Contractor shall provide coverage with limits of liability not less than those stated below.

a. Commercial General Liability-Occurrence Form

Policy shall include bodily injury, property damage and broad form contractual liability coverage.

● General Aggregate	\$5,000,000
● Products- Completed Operations Aggregate	\$1,000,000
● Personal and Advertising Injury	\$1,000,000
● Each Occurrence	\$5,000,000

The policy shall be endorsed to include the following insured language”

“TUSD shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor”.

b. Workers’ Compensation and Employers’ Liability

● Workers’ Compensation	Statutory
● Employers’ Liability	
- Each Accident	\$100,000
- Disease- Each Employee	\$100,000
- Disease- Policy Limit	\$500,000

Policy shall contain a **waiver of subrogation** against TUSD.

2. Additional Insurance Requirements The policies shall include, or be endorsed to include, the following provisions:

- a.** On insurance policies where TUSD is named as an additional insured, TUSD shall be an additional insured to the full limits of liability purchased by the Contractor even if those limits of liability are in excess of those required by this Contract.
- b.** The Contractor’s insurance coverage shall be primary insurance and non-contributory with respect to all other available sources.
- c.** Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of this Contract.

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3. **Notice of Cancellation** Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided, canceled, reduced in coverage or endorsed to lower limits except after thirty (30) days prior notice has been given to TUSD. Such notice shall be sent directly to the TUSD Purchasing Department, 1010 East 10th Street, Building B, Tucson, Arizona 85719 and shall be sent by certified mail, return receipt requested.
4. **Acceptability of Insurers** Insurance is to be placed with insurers duly licensed or approved unlicensed companies in the state of Arizona and with an “A.M. Best” rating of not less than B+ VI. TUSD in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.
5. **Verification of Coverage** Contractor shall furnish TUSD with certificates of insurance (ACCORD form or equivalent approved by TUSD) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates are to be received and approved by the District prior to the beginning of the contract period. Failure to maintain the required insurance or provide evidence of insurance shall be considered a material breach of contract.

- M. **Compensation, Method of Payment and Billing** Any contract shall provide for compensation that the District determines is fair and reasonable, taking into consideration budgetary limitations, and the scope, complexity and professional nature of the bid items. Contractor will be compensated only for work properly approved in advance by the using school or department.

All bids shall include a price sheet associated with providing the materials/services/equipment/products bid. The successful bidder shall be compensated in accordance with the price sheet. Payment shall be made from detailed invoices, in forms acceptable to the District.

The price sheet must be firm for the initial contract term. Prices may be reviewed prior to any contract renewal. Any requested price increase must be based upon a cost increase that directly affects the costs of the materials/services/equipment/products provided. Any requested price increase that the District determines is not in its best interest will be rejected, and the District may seek an alternative solution. All price adjustments shall become effective upon acceptance by the District’s Purchasing Department.

The successful contractor will be required to bill the District on an itemized invoice that indicates the items purchased, rate(s) of compensation, using school or department, and the applicable District purchase order number. Invoices must be sent to:

Tucson Unified School District
Accounts Payable
P.O. Box 40400
Tucson, Arizona 85717-0400

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III. STANDARD TERMS AND CONDITIONS

- A. **Governing Law** This Contract shall be governed by, and District and Contractor shall have all remedies afforded each by the Uniform Commercial Code, as adopted in the State of Arizona, except as otherwise provided in this contract or in statutes pertaining specifically to the State. The law of the State of Arizona shall govern this Contract. Suits pertaining to this Contract may be brought only in the courts of the State of Arizona. In addition, the Arizona Department of Education School District Procurement Rules (Arizona Administrative Code, R7-2-1001 through R7-2-1195) shall govern this Contract.
- B. **Indemnification** The Contractor agrees to indemnify, defend, and save harmless the District, its Governing Board, administrators, appointed boards, and commissions, officials, employees and insurance carriers, individually and collectively, from all losses, claims, suits, demands, expenses, subrogation, attorney's fee, or actions of any kind and nature resulting from personal injury to any person (including bodily injury and death) or damages to any property, arising or alleged to have arisen out of the Contractor's negligent acts, errors, omissions or performance of the work to be performed under the terms of the contract. The amount and type of insurance coverage requirements set forth will in no way be construed as limiting the scope of indemnity in this paragraph.
- C. **Conflict of Interest** All parties hereby are put on notice that this Contract is subject to termination if any District employee or Governing Board Member has substantial interest in the firm and/or services and has not followed State and District rules governing orders in such interest. Contractor must further certify that they have not paid or agreed to pay any person, other than a bona fide employee a fee or brokerage resulting from the award of this Contract.
- D. **Non-Discrimination** Tucson Unified School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age, religion, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquires concerning Title VI, Title VII, Title IX, Section 504, and Americans with Disabilities Act may be referred to EEO Compliance Officer, 1010 East 10th Street, Building A, Room #30, Tucson, Arizona 85719, (520) 225-6442, or to the Office for Civil Rights, U.S. Department of Education, 1244 Speer Boulevard, Denver, Colorado 80204. During performance of this Contract the Contractor agrees not to discriminate against any employee or applicant for employment on the basis of race, color, national origin, sex, sexual orientation, age, religion, or disability. Contractor agrees that all individuals eligible to receive services under this Contract will have equal access to those services regardless of race, color, national origin, sex, sexual orientation, age, religion, or disability.
- E. **Termination** This Contract may be terminated by either party to the Contract prior to the expiration date upon thirty (30) days written notice to the other party. Termination of this Contract shall not relieve the Contractor of responsibility for the satisfactory completion of all work in progress at the time of notice.
- F. **Assignment** It is mutually understood that the Contractor shall not assign, transfer, convey, sublet or otherwise dispose of the Contract, or their right, title or interest therein, or power to execute such Contract to any other person, company or corporation without the prior written consent of the District.
- G. **Access to Records** Contractor shall maintain books, records, documents and other evidence and accounting procedures and practices sufficient to reflect properly all costs of whatever nature claimed to have been incurred and anticipated to be incurred in the performance of this Contract. The District and its duly authorized representatives shall have access to the books, documents, papers and records of Contractor which are directly pertinent to this Contract for the purpose of making audit, examination excerpts and transcripts, in accordance with the Arizona State Board of Education School District Procurement Rule R7-2-1083.

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- H. **Compliance with Applicable Law** Contractor agrees to comply with all federal, state, county, and local laws ordinances and regulations applicable to the work to be done under this Contract. Contractor specifically agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. Contractor also shall comply with the Americans with Disabilities Act of 1990 (Public Law 101-336) and all regulations and administrative rules established pursuant to those laws.
- I. **Independent Contractor Status** The service(s) to be rendered under this Contract are those of an independent contractor. Contractor is not to be considered an agent or employee of the District for any purpose, and neither Contractor nor any of Contractor's agents or employees are entitled to any of the benefits that the District provides for its employees.
- J. **Severability** If any term or provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular term or provision held to be invalid.
- K. **Notices and Representations** All notices, certificates or communications shall be delivered or mailed postage prepaid to the parties of their respective places of business as identified in the signature block of this Contract, unless otherwise designated in writing. Copies of such correspondence shall also be sent all other Contract signatories.
- L. **Ownership of Work Product** All work products or any form of property originated or prepared by Contractor, which result from this Contract, are the exclusive property of the District.
- M. **Availability of Funds** District certifies that sufficient funds are available and authorized for expenditure to finance costs of this Contract within its current budget appropriation or expenditure limitation, provided. However, continuation of the Contract, or any extension after the end of the fiscal period in which it is written, is contingent upon a new appropriation or limitation for each succeeding fiscal period for the purpose of this Contract.
- N. **Nonappropriation of Funds** If sufficient funds are not provided in future approved budgets of District (or from applicable Federal, State or other sources) to permit District in the exercise of its reasonable administrative discretion to continue this contract, the District may terminate this contract without further liability by giving Contractor not less than thirty (30) days written notice. Contractor shall be compensated for all costs incurred up to the date of the written notice.
- O. **Contractor's Employment Eligibility** By entering the contract, Contractor warrants compliance with ARS subsection 41-4401, ARS subsection 23-214, the Federal Immigration and Nationality Act (FINA), and all other federal immigration laws and regulations. The District may request verification of compliance from any Contractor or subcontractor performing work under this Contract. The District reserves the right to confirm compliance in accordance with applicable laws. Should the District suspect or find that the Contractor or any of its subcontractors are not in compliance, the District may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.
- P. **Business Operations in Sudan** By entering the contract, Contractor warrants compliance with A.R.S. 35-397, and hereby certifies that the Contractor does not have scrutinized business operations in Sudan.
- Q. **Business Operations in Iran** By entering the contract, Contractor warrants compliance with A.R.S. 35-397, and hereby certifies that the Contractor does not have scrutinized business operations in Iran.
- R. **Terrorism Country Divestments** By entering the contract, Contractor warrants compliance with A.R.S. 35-391, and hereby certifies that the Contractor is not in violation of the Export Administration Act and is not on the Excluded Parties List.

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- S. **Fingerprint and Background Checks** If required to provide services on school district property at least five (5) times during a month, contractor shall submit a full set of fingerprints to the school district in accordance with 15-512 of each person or employee who may provide such service. Alternately, the school district may fingerprint those persons or employees. An exception to this requirement may be made as authorized in Governing Board policy. The district shall conduct a fingerprint check in accordance with ARS 41-1750 and Public Law 92-544 of all contractors, subcontractors or vendors and their employees for which fingerprints are submitted to the district. Contractor, subcontractors, vendors and their employees shall not provide services on school district properties until authorized by the District.

- O. **Evaluation Criteria and Bidder Checklist** The Tucson Unified School District shall evaluate all offers and award a contract to the apparent low responsive and responsible bidder(s). Price shall not be the sole factor in making bid award, and bidders should not anticipate that the lowest priced item or service will be awarded in all instances. Responsiveness to the solicitation and responsibility to successfully carry out the contract must be evident. Award will be made as determined to be in the best interest of the District, and the District’s decision shall be final.

Other factors to be considered in making the award include, but are not limited to: conformity with specifications, sample evaluation, delivery time, reliability of bidder, warranty, satisfaction of bidder’s previous service, user need and preference, and adherence in providing information as requested in this Invitation for Bid.

This bid will be awarded “Item by Item” or “All or None,” whichever manner deems to be in the best interest of the District. Bid award is anticipated to be 4 weeks after opening date

The following section will be used as an evaluation tool for award. Please complete the checklist to ensure your compliance to requested needs.

VENDOR INFORMATION/SERVICE: All bidders must demonstrate the willingness and capability of providing substantial local service which may require the availability of an on-site sales representative and local stocking facility as may be determined in the District’s best interest. All out-of-town vendors must be willing to accept collect telephone calls or provide a toll-free number.

Address of your nearest stocking facility:

EXPERIENCE: Please provide three preferably Arizona firms, addresses, contact persons and telephone numbers. customers who have used the equipment and services the vendor has bid:

- 1.

- 2.

- 3.

BID NO. 11-16-15 – Supplemental Student Transportation

IV. SPECIFICATIONS

- a. **OVERVIEW** The transportation services provided to TUSD under this agreement shall consist of the contractor(s) providing the required number and types of vehicles and qualified drivers necessary for the safe transportation of pupils to and from school, between schools, and to and from other District sponsored activities such as athletic events and field trips. Transportation services may be required for regular and special education programs. Such transportation is a supplement to District transportation and shall be provided at such times and places specified by the District's Director of Transportation or designee.

The exact number of trips, miles or expenditures for this agreement is not known. However, it is anticipated that total expenditures will be approximately \$700,000.00 for the initial term of the agreement. This figure is not to be construed as an estimate or guarantee for this bid, but as an aid to vendors in the preparation of bids. The services required for this bid will be based solely on the needs of the Tucson Unified School District. Vendor(s) will be paid for actual services requested by TUSD and rendered by vendor(s). Successful bidder agrees to maintain prices regardless of the amount of services provided.

- b. **CONTRACTOR'S EXPERIENCE** Any contractor submitting a response to this Invitation for Bid must have at least four-(4) years satisfactory experience transporting pupil/general public with similar needs. List school districts and/or other public transportation services and contact persons for reference (provide name of firm, address, contact person and telephone number for each reference).

- c. **VEHICLE REQUIREMENTS** The contractor shall provide and maintain certified school buses; motor coach buses and/or vans which meet all applicable regulations and laws relating to Arizona transportation pursuant to Federal and State regulations. The Director of Transportation has the right to request written certification of compliance at anytime. All vehicles shall be in good mechanical and safe operating condition as required by the State of Arizona, ICC regulations and the Federal Department of Transportation and shall be maintained in a safe and operable condition throughout the term of the agreement. They must also be clean and sanitary. The District reserves the right to inspect motor vehicle equipment at any time during the period of agreement.

Vehicle design must meet or exceed Arizona and Federal Minimum Standards and be newer than July 1, 1986. All school buses must meet or exceed current federal standards for structural strength and compartmentalization. The District reserves the right to require confirmation of age of vehicle at any time during the period of agreement.

All vehicles used to transport students with special needs shall be equipped with all necessary Federal and State approved hook-ups, harnesses and belts required for the safe transportation of wheelchair and other disabled students. Vehicles shall be equipped with wheelchair lifts. Hook-up, harnesses, belts and wheelchair lifts shall be in good physical and safe operation condition and shall comply with any applicable safety regulations. The District reserves the right to inspect the above mentioned devices at anytime during the term of the contract.

BID NO. 11-16-15 – Supplemental Student Transportation

- d. **PERSONAL** All personnel assigned to provide service under this agreement shall be subject to continuous approval of the District.
1. All drivers employed by Contractor to provide service to the District must have and maintain a valid Arizona Drivers License. Drivers shall possess a valid calls BCDL with Passenger and Air Brake Endorsements where required by law. All school bus drivers must have and maintain a valid Arizona School Bus Driver Certificate and show proof of fingerprinting.
 2. All drivers must be in good health at all times while in the service of the District. Drivers shall meet physical requirements as mandated by the State of Arizona.
 3. All drivers must be well groomed and adhere to the standards set by TUSD Transportation.
 4. All drivers shall be permanently assigned to the same route when possible.
 5. All drivers shall have a valid First Aid/CPR certificate. Vendors may contact Thomas J. Mulligan, Transportation Director, at 225-4801 for additional information after the award of the bid. Indicate how you will comply with this requirement.
 6. All drivers shall be knowledgeable of the contents of any agreement and the District's rules and regulations governing transportation. A TUSD Transportation Department handbook shall be provided to the vendor(s) receiving a contract award.
- e. **DIRECT SERVICE** Pupils shall receive direct service. Their arrival at school, home or special activity shall not be delayed in order for contractor to service non-district passengers. The Transportation Department must be notified of any pupil required to ride a vehicle longer than forty-five (45) minutes one direction.
- Contractor developed routes must be approved by the TUSD Transportation Department.
- f. **DELAYED TRANSPORTATION** The Transportation Department and parents shall be promptly notified by the contractor of any delays to the scheduled pick-up and/or drop-off time. Telephone numbers will be provided by the Transportation Department or parent.
- g. **MECHANICAL BREAKDOWN** Contractor shall promptly transfer all TUSD passengers to a serviceable vehicle in the event of a mechanical breakdown. Any and all costs associated with a mechanical failure of contractor's vehicle, including waiting time and vehicle repair, shall be borne by the contractor.
- h. **ACCIDENT REPORTS** All accidents which involve contractor's vehicles or personnel while in operation pursuant to this agreement shall be reported to the TUSD Director of Transportation or Designee prior to the end of that work day, or within the first two hours of the next work day if after business hours. Accidents involving injuries to pupils or other district personnel shall be reported to the Director of Transportation or designee immediately after police are notified. Notification to be reported to 225-4801.
- i. **DISCIPLINE** Drivers shall adhere to District regulations regarding rider discipline. Bus Conduct Reports (BCRs) are available at the Transportation Offices 530 S. Norris Avenue and 9300 E. Broadway.

BID NO. 11-16-15 – Supplemental Student Transportation

V. PRICES

A. SCHOOL BUS SERVICE

1. HOME TO SCHOOL, SCHOOL TO SCHOOL AND SCHOOL TO HOME TRANSPORTATION WITH SCHOOL BUS DRIVER

Regular school daytime period from 5:00 A.M. to 8:00 P.M.

Minimum route of 20 miles daily with the potential for multiple stops.

It is estimated there will be two (2) minimum runs in force during the contract period. The figure above is given for information only. It is not to be construed as a guarantee.

<u>Charge Rate:</u>	A.M.	P.M.	TOTAL
Per Minimum Run	\$ _____	\$ _____	\$ _____
Per mile over minimum			\$ _____
Extra charge per hour outside the regular time frame			\$ _____

See general cancellation section below

2. HOME TO SCHOOL, SCHOOL TO SCHOOL AND SCHOOL TO HOME TRANSPORTATION WITHOUT SCHOOL BUS DRIVER

Regular school daytime period from 5:00 A.M. to 8:00 P.M.

Minimum route of 20 miles daily with the potential for multiple stops.

It is estimated there will be two (2) minimum runs in force during the contract period. The figure above is given for information only. It is not to be construed as a guarantee.

a. Daily Charge Rate

	A.M.	P.M.	TOTAL
Per Minimum Run	\$ _____	\$ _____	\$ _____
Per mile over minimum			\$ _____
Extra charge per hour outside the regular time frame			\$ _____

See general cancellation section below

BID NO. 11-16-15 – Supplemental Student Transportation

b. Monthly Charge Rate

Maximum mileage per day \$ _____

Per mile cost over the maximum mileage \$ _____

Cancellation required 30 days in advance.

c. Annual (180 Days) Charge Rate

Maximum mileage per day \$ _____

Per mile cost over the maximum mileage \$ _____

Cancellation required 30 days in advance.

3. SPECIAL TRIPS/ACTIVITIES

This service consists of in-town and out-of-state trips. The hourly rate shall be for that time the bus is moving or waiting. These services may be requested for any day of the week (including weekends) and for various daytime and evening hours (including late night trips). Bus (es) shall be on the requesting site fifteen (15) minutes prior to departure time.

a. In-Town Charge Rate

Minimum rate per trip \$ _____

Indicate the number of miles/hours provided with the minimum rate. _____

Per hour over minimum \$ _____

Per mile over minimum \$ _____

Indicate if the hourly rate, mileage rate or both will be charged over the minimum. Explain

BID NO. 11-16-15 – Supplemental Student Transportation

b. Out-Of-Town Charge Rate

Minimum rate per trip \$ _____

Indicate the number of miles/hours provided with the minimum rate. _____

Per hour over minimum \$ _____

Per mile over minimum \$ _____

Indicate if the hourly rate, mileage rate or both will be charged over the minimum. Explain.

c. Cancellation Charges Indicate the charges for cancellation of scheduled services.

Within Tucson Metro Area:

Cancellation with more than 24 hour notice \$ _____

Cancellation with less than 24 hour notice \$/% _____

Cancellation with substitute trip (same day) \$ _____

Out Of Tucson Metro Area

Cancellation with more than 24 hour notice \$ _____

Cancellation with less than 24 hour notice \$/% _____

Cancellation with substitute trip (same day) \$ _____

Out Of State

Cancellation with more than 24 hour notice \$ _____

Cancellation with less than 24 hour notice \$/% _____

Cancellation with substitute trip (same day) \$ _____

Indicate the types of services your firm is capable of providing under this Section.

Within Metro Tucson Yes No

Outside of Metro Tucson Yes No

Out of State Yes No

Can your firm provide school bus service during the hours specified for?

Route Services Yes No

Special Trips/Activities Yes No

If no, explain _____

BID NO. 11-16-15 – Supplemental Student Transportation

Bidder must indicate any additional charges which may be required under this Section

Does your bid require provisions for fuel cost adjustments? Yes No

If yes, explain _____

(Fuel cost adjustments will go into effect upon notification and acceptance by the TUSD Purchasing Department).

B. MOTOR COACH TRANSPORTATION - SPECIAL TRIPS/ACTIVITIES

This service consists of in-town, out-of-town and out-of-state field trips and/or athletic events. The hourly rate shall be for that time the bus is moving or waiting. These services may be requested for any day of the week (including weekends) and for various daytime, evening hours including late night trips and overnight trips. Bus (es) shall be on the requesting site fifteen (15) minutes prior to departure time.

1. IN-TOWN CHARGE

Minimum rate per trip \$ _____

Indicate the number of miles/hours provided with the minimum rate. _____

Per hour over minimum \$ _____

Per mile over minimum \$ _____

Indicate if the hourly rate, mileage rate or both will be charged over the minimum. Explain.

2. OUT-OF-TOWN CHARGE

Minimum rate per trip \$ _____

Indicate the number of miles/hours provided with the minimum rate. _____

Per hour over minimum \$ _____

Per mile over minimum \$ _____

Indicate if the hourly rate, mileage rate or both will be charged over the minimum. Explain.

BID NO. 11-16-15 – Supplemental Student Transportation

3. OUT OF STATE & OVERNIGHT CHARGE

Minimum rate per trip \$

Indicate the number of miles/hours provided with the minimum rate.

Per hour over minimum \$ _____

Per mile over minimum \$ _____

Indicate if the hourly rate, mileage rate or both will be charged over the minimum. Explain.

4. CANCELLATION CHARGES

Indicate the charges for cancellation of scheduled services.

a. Within Tucson Metro Area

Cancellation with more than 24 hour notice \$ _____

Cancellation with less than 24 hour notice \$/% _____

Cancellation with substitute trip (same day) \$ _____

b. Out Of Tucson Metro Area

Cancellation with more than 24 hour notice \$ _____

Cancellation with less than 24 hour notice \$/% _____

Cancellation with substitute trip (same day) \$ _____

c. Out Of State & Overnight

Cancellation with more than 24 hour notice \$

Cancellation with less than 24 hour notice \$/% _____

Cancellation with substitute trip (same day) \$ _____

BID NO. 11-16-15 – Supplemental Student Transportation

Indicate the types of services your firm is capable of providing under this Section.

Within Metro Tucson Yes No

Outside of Metro Tucson Yes No

Out of State Yes No

Can your firm provide school bus service for all specified days and hours? Yes No

If no, explain _____

Bidder must indicate any additional charges, which may be required under this Section.

Does your bid require provisions for fuel cost adjustments? Yes No

If yes, explain _____

(Fuel cost adjustments will go into effect upon notification and acceptance by the TUSD Purchasing Department).

BID NO. 11-16-15 – Supplemental Student Transportation

COMPLIANCE TO SPECIFICATIONS	
Is Descriptive literature enclosed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is Offer and Acceptance Page properly signed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will samples be provided within 5 days at no cost to the District upon request?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are addendums signed and attached? http://www.tusd1.org/bidrfp/asp	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are minimum warranty/guarantees provided on all items as specified in bid?	Yes <input type="checkbox"/> No <input type="checkbox"/>

PRICE	
Please Indicate number of days that prices are firm.	
Are prices indicated by unit and totals?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the percentage of sales tax indicated on the Offer and Acceptance Page?	Yes <input type="checkbox"/> No <input type="checkbox"/>

DELIVERY: Delivery of product or services will be made as required after receipt of Purchase Order	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please indicate number of days for delivery after receipt of purchase order	

TRAINING: If applicable, continuous training and support for staff must be included in the bid. Training will include: How the system works, its capabilities, and how to utilize appropriate reports. Vendor will provide periodic visits for the purpose of continuing training, assisting staff and being available to answer questions. Please state in detail the training program your company will provide. Training will be coordinated between the successful bidder(s) and the District.	
Please provide the name of the person(s) who will be providing service and their credentials.	
Are service personnel factory trained?	Yes <input type="checkbox"/> No <input type="checkbox"/>

BID NO. 11-16-15 – Supplemental Student Transportation

Instructions for Completing TUSD Electronic Bid Template

Important Note: two or more documents may be associated with a Bid or Proposal. Please be sure to download and **complete all documents.**

Saving (Downloading) a Document:

- Click on the document name you wish to save. Click **Open** on the pop-up box; this will open the document in a new window. You can then save the document by going to **File – Save As.**

Working With a Document:

- Some portions of a Bid or Proposal will be in a **Word document.** To complete this portion of the Bid or Proposal, click the gray form field and type the requested information.
- Some portions of a Bid or Proposal **may** be in an **Excel document.** To complete this portion of the Bid or Proposal, click in the appropriate cell/box and type the requested information. Some Excel documents may contain calculations. When a unit price is typed into the appropriate cell/box, the extended price (and in some cases grand total price) will be automatically calculated for you.
- Once the document is complete, copy the document to either a flash drive, CD-R recordable compact disc or a 3.5" floppy diskette. You will also want to print out a hard copy of the completed documents. You will need to **submit both** the electronic and hard copy of the Bid or Proposal documents.

Important Reminders:

- Please make sure that all required documents **have been signed.**
- Please remember that Bids and Proposals must be **submitted in a sealed envelope.**
- The Bid or Proposal number and the bidder's name and address should be clearly **indicated on the outside** of the envelope.



NOTICE OF REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL NUMBER 12-70-C16

MATERIAL OR SERVICE Professional Transportation Management Services

PROPOSAL DUE DATE October 28, 2011, 2:00 P.M. LOCAL TIME

**PROPOSAL SUBMITTAL LOCATION TUSD Purchasing Department
1010 E. 10th Street, Building B, Room 272
East Building (10th & Fremont)
Fremont Street Entrance, Second Floor
Tucson, AZ 85719 (520) 225-6080**

**PRE-PROPOSAL CONFERENCE DATE October 17, 2011
TIME 2:00 P.M. LOCAL TIME
LOCATION TUSD Governing Board Meeting Room
1010 E. 10th St.
Tucson, AZ 85719**

This solicitation may be obtained from our website at: <http://www.tusd1.org/bidrfp/rfp.asp> Any interested offerors without internet access may obtain a copy of this solicitation by calling (520) 225-6080, or a copy may be picked up during regular business hours at the District's Purchasing Department, 1010 East 10th Street, Building B, Room 272, East Building, Fremont Street Entrance, Second Floor, Tucson, Arizona.

If you experience any problems receiving this Request for Proposal, please call (520) 225-6080. This letter may be returned by mail or by fax to (520) 225-6082.

- I am submitting a "No Bid" at this time.**
Please keep my name on the District's Bidder's List.
- I cannot provide services of this nature.**
Please remove my name from this category. I will submit a revised Vendor Registration Form
A copy of the Vendor Registration Form is at <http://www.tusd1.org/contents/depart/purchase/vendor.html>
- I no longer wish to do business with Tucson Unified School District.**
Please remove my name from the District's Bidder's List.
- I am no longer in the business to provide these services.**
Please remove my name from the District's Bidder's List.

<hr/>		<hr/>	
Name of Company		Date Signed	
<hr/>		<hr/>	
Authorized Signature/Local Representative		Telephone/Fax Number	
<hr/>		<hr/>	
Type Name and Position Held with Company			
<hr/>		<hr/>	
Mailing Address	City	State	Zip

RFP Notice to be mailed: 10/06/2011



NOTICE OF REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL NUMBER: 12-70-C16

MATERIAL OR SERVICE: Professional Transportation Management Services

PROPOSAL DUE DATE: October 28, 2011, 2:00 P.M. LOCAL TIME

PROPOSAL SUBMITTAL LOCATION: TUSD Purchasing Department
1010 E. 10th Street, Building B, Room 272
East Building (10th & Fremont)
Fremont Street Entrance, Second Floor
Tucson, AZ 85719 (520) 225-6080

PRE-PROPOSAL CONFERENCE DATE: October 17, 2011
TIME: 2:00 P.M. LOCAL TIME
LOCATION: TUSD Governing Board Meeting Room, 1010 E 10th St

PROCUREMENT SPECIALIST: Keith E. Rogers, CPPB
TELEPHONE NUMBER: (520) 225-6080

INTERESTED OFFERORS MAY OBTAIN A COPY OF THIS SOLICITATION FROM OUR WEBSITE AT: <http://www.tusd1.org/bidrfp/rfp.asp> ANY INTERESTED OFFERORS WITHOUT INTERNET ACCESS MAY OBTAIN A COPY OF THIS SOLICITATION BY CALLING (520) 225-6080, OR A COPY MAY BE PICKED UP DURING REGULAR BUSINESS HOURS AT THE PURCHASING DEPARTMENT, 1010 EAST 10TH STREET, BUILDING B, ROOM 272, EAST BUILDING, FREMONT STREET ENTRANCE, SECOND FLOOR, TUCSON, ARIZONA.

Competitive sealed proposals for the specified material or service shall be received by the Purchasing Department, 1010 East 10th Street, Building B, Room 272, East Building, Tenth Street Entrance, Second Floor, Tucson, Arizona 85719, until the time and date cited. Proposals received by the correct time and date shall be publicly recorded.

Proposals must be in the actual possession of the Purchasing Department at the location indicated, on or prior to the exact time and date indicated above. Late proposals shall not be considered. The prevailing clock shall be the District's Purchasing Department's clock.

Proposals must be submitted in a sealed envelope. The Request for Proposal Number and the offeror's name and address should be clearly indicated on the outside of the envelope. An Offeror shall submit an offer on a signed original hard copy on the forms provided in this solicitation. The District is requesting that an electronic copy in Word and/or Excel format, on a flash drive or CD-R. No substitute document for the forms will be accepted.

Proposers who wish to submit their proposals in person are advised to allow themselves ample time to submit their proposals at the above address.

Issue Date _____

PROPOSAL NO. 12-70-C16 - Professional Transportation Management Services

I. INSTRUCTIONS TO OFFERORS

- A. Directions for Submitting Competitive Sealed Proposals:** Proposals shall include ONE signed original and FIVE hard copies with supporting information at the time and place indicated on page one of this document. Offeror shall submit ONE electronic copy(s), in Word and/or Excel format, on a flash drive or CD-R. Proposals submitted without electronic copies or with corrupt discs shall be deemed nonresponsive. Proposals that are not submitted in the manner specified above may be rejected as non-responsive. Proposers who wish to submit their proposals in person are advised to allow themselves ample time to submit their proposals at the above address. In case of discrepancy between hard copies of the proposal and the electronic copy of the proposal submitted, the hard copy shall govern.

Offerors shall sign the District Request for Proposals. If this document is not properly signed, the proposal may be considered non-responsive.

Telephoned, telegraphed, emailed, or faxed proposals are not acceptable.

In the event that no proposal is to be submitted, please advise the Tucson Unified School District, Purchasing Department, whether or not further requests for similar Proposals are desired. Any vendor not responding to two (2) consecutive Requests for Proposals for similar procurements may be removed from the Vendor's List for those items.

An offer shall be submitted either on the forms provided in this solicitation or their substantial equivalent. Any substitute document for the forms provided in this solicitation will be legible and contain the same information requested on the form.

The submission of a proposal shall indicate that the offeror has read the terms and conditions, understands the requirements and that the offeror can supply the required personnel, equipment and services.

No alterations, erasures or additions are to be made unless initialed in ink. Proposals must be legible, typewritten if possible. Illegible or vague proposals may be rejected.

Failure to examine any specifications and/or instructions will be at the offeror's risk.

In case of error in the extension of prices in the proposal, unit price shall govern when applicable.

The District reserves the right to return any equipment/products/supplies which do not meet the specifications indicated in the Request for Proposals at the offeror's expense. The offeror guarantees that equipment/products/or supplies are standard, new and regular stock.

- B. Offeror Certification:** By submission of this proposal, the offeror certifies that: (1) the offeror has not paid nor agreed to pay any person, other than a bona fide employee, a fee or brokerage resulting from the award of this contract; (2) the prices/fees in this proposal **have** been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such prices with any other offeror.
- C. Offer and Acceptance Form:** The Offer and Acceptance form within the Solicitation shall be submitted with the Offer and shall include a signature by a person authorized to sign the Offer. The signature shall signify the Offeror's intent to be bound by the Offer and the terms of the Solicitation and that the information provided is true, accurate, and complete. Failure to submit verifiable evidence of intent to be bound, such as an original signature, may result in rejection of the Offer.

PROPOSAL NO. 12-70-C16 - Professional Transportation Management Services

- D. Offeror's Responsibility:** It shall be the offeror's responsibility to ensure compliance with this Request for Proposals to include completion of all information as requested, inclusion of descriptive literature as required, compliance with all general conditions, provision of samples for evaluation within the specified time frame, and any other information or service which may be required for proper evaluation of proposal response. Failure to comply with any requirement of this Request for Proposals may result in rejection of proposal response.
- E. Form of Contract:** It shall be understood by the offeror and the District that the proposal received is a signed agreement to furnish all goods and perform all services, including labor (if any), as stipulated in the documents, upon the award of the proposal. The District may issue a numbered purchase order which will serve as an additional Contractual Agreement with the successful offeror.

The two (2) documents (the original bid response bearing the signature of the offeror and the school district's signed purchase order) become the forms of Contractual Agreement, agreeing to the performance of all conditions set forth in the solicitation, the standard conditions and special instructions and conditions, including any addenda issued by the solicitation.

If a firm submitting a proposal requires that an additional contract be signed by the District, a copy of the proposed contract must be included with the proposal. Proposed offeror contract documents will be reviewed by the District. A bidder's contract document shall not become part of the purchase contract unless and until it is signed by an authorized representative of the District. The District's contract documents shall govern in event of conflict with the terms of a bidder's contract. No contract exists on the part of the school district until a written purchase order is issued. A signed and executed Offer and Acceptance will be considered sufficient notice of acceptance of contract. The Contract may be modified only through a written Contract Amendment agreed to and signed by both parties.

- F. Public Record:** Pursuant to Arizona Department of Education School District Procurement Rules (Arizona Administrative Code, R7-2-1005), all proposals shall be open for public inspection after contract award, except to the extent the offeror designates, and the District concurs, that trade secrets or other proprietary data contained in the proposal documents remain confidential. If the offeror designates a portion of their bid as confidential, offeror shall isolate and identify in writing the confidential portion(s) at the time of bid submission. The District shall make a determination prior to contract award whether the designated information is confidential.
- G. Withdrawal of Proposals:** Any proposal may be withdrawn by the offeror at any time prior to the date and time set for the proposal opening. After the date and time set for proposal opening, no proposal may be withdrawn for a period of sixty (60) days, except as allowed in R7-2-1030.
- H. Tax Requirements:** Do not include any Sales or Use Tax on individual items in this Proposal. Instead show below the percent of tax to be charged by you. Any offeror from outside the city limits of Tucson indicating tax in excess of the 5.6% State and/or Use Tax must have or must place on file with the Finance Department of the Tucson Unified School District, proof that offeror has secured a City Business Privilege License from the local jurisdiction for which the tax is collected. The District is not exempt from paying Sales and/or Use Tax. Use Tax will be paid on any item on which Sales Tax has not been paid. The District is exempt from paying Federal Excise Tax.

Plus _____ % Tax

PROPOSAL NO. 12-70-C16 - Professional Transportation Management Services

- I. **General Information:** Any formal written protest arising from the solicitation and/or award of this Request for Proposals shall be filed with Keith E. Rogers, the District Representative. Written protests relating to the initial solicitation must be filed with the District Representative prior to proposal opening. All other protests must be filed within ten (10) days after the protester knows or should have known the basis of the protest, whichever is earlier. Contact with the District Representative may be made at (520) 225-6080 for the information required in the filing of a formal written protest pursuant to State Board of Education School District Procurement Rule R7-2-1142. Arizona Department of Education School District Procurement Rules (Arizona Administrative Code, R7-2-1001 through R7-2-1195) can be found at http://www.azsos.gov/public_services/Title_07/7-02.htm#Article_10.

Pursuant to R7-2-1047-1049, the District reserves the right to conduct discussions with responsible offerors for the purpose of clarification and to request best and final offers before a contract is awarded. If discussions are conducted, the school district shall issue a written request for best and final offers. The request shall set forth the date, time and place for the submission of best and final offers.

This Request for Proposals is issued in accordance with the requirements of the Arizona Department of Education School District Procurement Rules (Arizona Administrative Code, R7-2-1001 through R7-2-1195). Any contract awarded as a result of this Request for Proposals shall be governed by said rules.

The District reserves the right to accept or reject any proposal, or any part thereof, unless specified otherwise, and to waive any minor informality in any proposal deemed by us to be in the best interest of the District.

The successful offeror(s) shall be prepared to enter into a contract with the District within ten (10) days after notice of intent to award.

The successful offeror shall be responsible for all permits, fees or charges necessary and incidental to the lawful conduct of its business. The successful offeror shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the provision of services under the contract.

The District reserves the right to request additional information from all offerors.

The District reserves the right to negotiate modifications to the offerors proposal prior to final award for the purpose of obtaining best and final offers.

The Scope of Services and specific requirements are attached. For each specific requirement, indicate if your proposal complies or how it deviates. Offerors are strongly encouraged to be specific in describing their services and supplemental information may be attached. Each supplemental entry must reference the section or specific requirement to which it applies.

In the event of a conflict in the provisions of the contract as accepted by the District, the following order of precedence shall prevail: (1) Special Terms and Conditions, (2) Standard Terms and Conditions, (3) Specifications or Scope of Services, (4) Attachments and Exhibits, (5) Documents referenced or included in the solicitation.

PROPOSAL NO. 12-70-C16 - Professional Transportation Management Services

II. EVALUATION AND AWARD

The District intends to contract with the qualified firm(s) and/or individual(s) whose proposals are deemed to be most advantageous to the District. No contract shall be awarded solely on the basis of price. Cost is a factor in selection. However, only those proposals determined to best meet all of the requirements of the Request for Proposals will be given consideration.

Evaluation of proposals will be by a committee comprised of District personnel. The evaluation may consist of two phases. In Phase One, the Evaluation Committee will evaluate, score and rank the responses utilizing the Phase One Criteria listed below. Each numeric ranking will be weighted based on a relative weighting assigned by the Evaluation Committee.

After final scoring of the Phase One Criteria, a short-list and ranking may be created. The short-listed Offerors may proceed into a Phase Two Evaluation. Vendors no longer being considered may be notified by the District in writing. If the District does not proceed into Phase Two Evaluations, the scoring of Phase One shall determine the ranking for contract award recommendation.

Offerors who move on to Phase Two of the evaluation process may be required to provide the District with a demonstration of requested items or services. Demonstrations may be held after proposal opening and prior to award. Vendor demonstrations may be coordinated to occur on the same day to allow District staff to evaluate all of the vendors concurrently. Each vendor will be responsible for all costs associated with providing their demonstration. Vendors will be notified prior to the schedule date of the demonstration.

As part of the Phase Two process, the District may re-score the short-listed vendors according to criteria based on the original proposal as well as any additional information obtained during any or all of the Phase Two activities. As part of the Phase Two process, a ranking may be established to determine the contract award(s).

The District may enter into further discussions in accordance with A.A.C. R7-2-1047 and R7-2-1048 and may request Best and Final Offers from the vendors.

Evaluation Criteria are listed below in order of relative importance. Your proposal must address these criteria in the order presented. Your response to these criteria must be organized in a clear and explicit manner so as to facilitate the evaluation process.

1. Qualifications and Experience of the vendor.
2. Qualifications and Experience of the proposed staff.
3. Method of Approach.
4. Price.
5. Ability to provide optional services.

Responsiveness to this Request for Proposals and responsibility to successfully carry out the contract must be evident. Award will be made as determined to be in the best interest of TUSD, and the District's decision shall be final.

It is the intention of the District to award this contract to ONE firm and/or individual. This will be a non-exclusive contract and the District reserves the right to issue additional Requests for Proposals for related specific requirements when deemed to be in the District's best interest.

PROPOSAL NO. 12-70-C16 - Professional Transportation Management Services

**III. SPECIAL TERMS AND CONDITIONS
FOR PROPOSALS**

A. **Scope of Services:** It is the intention of the Tucson Unified School District (Referred to hereafter as the District) to purchase Professional Transportation Management Services for the Operations/Transportation Department. This solicitation and subsequent contract provide for transportation management services only. Outsourcing of transportation services, fleet maintenance services or any other service are not provided for under this RFP and are not under consideration at this time. Any outsourcing of these or any other services, if determined to be in the District's best interests by the District at some future date, will require a separate solicitation.

Background: The District covers 228 square miles and has 113 schools or alternative school program sites. The District serves more than 53,000 students and transports between 13,000-14,000 students daily. Included in this number, approximately 1,700 students have special needs requirements. The District drives or contracts in excess of 5.5 million road-miles annually for student home-to-school and return transports. The District currently owns 300 school buses and has 298 bus drivers, 141 bus monitors to assist students with disabilities and manage student behaviors, 6 routers and 35 fleet maintenance personnel. The fleet and personnel are currently located in two geographically separated locations with a third location being considered for construction. The student routing system used by the District is MapNet, a recently acquired Trapeze Group product. The District also has dynamic and complex academic programs that significantly impact transportation requirements. Magnet, GATE, No Child Left Behind, McKinney-Vento, and Exceptional Educations programs are transported based upon program and distance to school policies.

Scope of Work: It is the intention of the Tucson Unified School District to purchase professional Transportation Management Services for the District with an immediate start date. These services will be provided by a Student Transportation Management firm and provide on-site full time individual(s) to provide daily management within the Transportation Department. The successful offeror must be capable of providing high quality management, training and mentorship to the District's transportation staff, dramatically improve communication and customer service delivery and develop and deliver metrics that measure the effectiveness and efficiency of student transportation to include routing functions, bus scheduling, fleet management for all District vehicles and driver performance indicators.

A Transportation Routing Manager may also be selected as part of this offer to provide on-site daily management of the routing department. Additional services that may be selected should be listed as options. At the discretion of the District, additional services to address transportation training requirements, driver recruitment methods, organizational planning studies, and other student transportation related services may be requested.

1. Minimum Requirements:

- i. Director of Transportation – A senior employee of the contractor shall be assigned to this contract and be on-site during all normal work days within the District. In addition, the Director of Transportation is expected to be available to the District at all times, either by telephone or in person to make decisions or provide coordination as necessary. The principle function of the Director of Transportation will be to oversee the Transportation Department's employees, effectively support, develop and supervise managers and management functions, monitor all transportation operations and budget activities, and develop plans to improve the effectiveness and efficiency of student transportation, communication and customer services. The Director of Transportation will be expected to

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perform these functions, ensuring that services are provided according to District plans, policies, and applicable State and Federal regulations. The Director of Transportation is also expected to become fully integrated within other District departments to ensure cooperative planning for student Transportation needs.

- ii. The contractor will have direct supervision of the following District personnel; three Transportation Facility Managers, a Routing Manager, and two Maintenance Supervisors. The number of personnel and titles are subject to change, but will be the senior supervisors within the Transportation Department. Current organizational chart is found in attachment A.
- iii. The contractor is expected to provide reach back capabilities within their own organizational structure to provide high quality management and mentorship training to the District's transportation staff. The contractor must provide examples of training and mentorship programs and implementation methods and measurements to demonstrate success.
- iv. The contractor is expected to provide industry standard metrics that measure the effectiveness and efficiency of student transportation to include routing functions, bus scheduling, fleet management, and driver performer indicators. Metrics must include detailed plans for improving these areas within the District and take into account the District's current resource allocation and if recommending changes, include cost estimates for plan implementation.

2. Optional Services:

- i. The District may select a Transportation Routing Manager as part of this offer to provide on-site daily management of the Routing Department. The Routing Manager is expected to have significant experience in student transportation and in-depth knowledge of the MapNet Routing software. The Routing Manager would be required to develop plans and training requirements to ensure District's routing staff are highly competent and capable of meeting the District's routing needs. Develop and implement routing procedures and establish performance measures for the routing staff in order to ensure effective and efficient routing practices are implemented.
 - ii. Additional services to perform fleet analysis, maintenance efficiency and driver training plans, along with other services the contractor has available should be listed and, at the discretion of the District, procured individually and at any time while the contract is in effect.
3. The contractor will be expected to plan and execute a student transportation system that ensures student arrival to school and return to home is within District Guidelines and complies with all District Policies, Regulations, and Labor Agreements used within the District.
 4. The Contractor will be expected to respond to inquiries or complaints from any and all individuals. The Contractor will be expected to prepare presentations or reports for the Tucson Unified School District Governing Board as requested.
 5. Placement of a temporary manager and/or routing manager team must occur within 10 days of contract award. The full-time on-site manager and/or management team must be placed within 60 days and is subject to the approval of the District.
 6. The District retains the right to approve operational changes presented by the selected contractor for implementation.
 7. The Contractor will operate the Transportation Department within the budget set by Tucson Unified School District.

B. Proposal Questions: Offerors who have questions about this RFP are required to submit their questions in writing to the procurement specialist listed below. All questions must be submitted at

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least five days prior to offer due date. Responses will be addressed in an Addendum to the RFP. The Addendum must be printed and submitted with the final RFP submission by each vendor. The purpose of the Addendum is to clarify, if necessary, the terms of this Request for Proposals, and to prevent any misunderstanding of the District's intention in this matter. If anyone should have a discrepancy in, or omission from, the general terms and conditions of this Request for Proposals, or if in doubt as to their meaning, such matters should be presented in writing. Phone calls with questions or requests for information regarding the Request for Proposals will not be accepted. Oral statements or instructions will not constitute an amendment to this Request for Proposals. Please submit any questions or discrepancies to keith.rogers@tusd1.org. **We recommend you request a delivery and read receipt of all e-mails sent to the District regarding this solicitation and notify Keith E. Rogers at (520) 225-6080 if your e-mail is not received through the District mail.**

- C. Pre-Proposal Conference:** All interested parties may attend a pre-proposal conference that will be held at the time and place indicated on the cover page. The purpose of the conference is to clarify, if necessary, the terms of this Request for Proposals, and to prevent any misunderstanding of the District's intention in this matter. If anyone should have a discrepancy in, or omission from, the general terms and conditions of this Request for Proposals, or if in doubt as to their meaning, such matters should be presented at this conference so that written addendum may be given if necessary. Oral statements or instructions will not constitute an amendment to this Request for Proposals.
- D. Proposal Submittal:** Include a submittal to provide a complete and detailed description of the manner in which the required services would be provided. Address the following points as a minimum:

Each Offeror must supply one original offer, marked with the company name and "ORIGINAL" on the cover in large easy-to-read letters and FIVE full copies of each proposal, each marked with the company name and sequentially numbered "COPY NO. 1", "COPY NO. 2", "COPY NO. 3", etc. on the cover in large easy-to-read letters.

Binders shall be INDEXED and tabbed in the order stated below, with each tab clearly labeled:

- Tab 1. Provide a signed copy of the Offer and Acceptance Page and all addendums. Proposals submitted without an original, signed copy of this document may be considered nonresponsive. Addendums are posted on the District web site <http://www.tusd.k12.az.us/bidrfp/rfp.asp>.
- Tab 2. Provide a brief history of your firm including name of firm, address and how long the firm has been providing the specified service.
- Tab 3. Provide the location(s) of your office(s) that will serve TUSD.
- Tab 4. Provide a thorough description of the services you are offering to TUSD. Respond specifically, and in order to all items listed under Section A, Scope of Services. For each service, include:
- Your firm's philosophy, mission statement and approach to delivery of this service.
 - The anticipated outcomes of the services you propose to provide.
 - Samples of any materials to be used in providing the service.
- Tab 5. Provide a thorough description of your firm's qualifications and experience to provide the above services.
- Provide information demonstrating your firm's experience managing an urban student

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transportation system of similar size.

- Provide information demonstrating your firm's success reducing cost and increasing efficiency in a student transportation system of similar size.
- Provide information demonstrating your firm's ability to provide support to the staff offered to the District.
- Provide information demonstrating your firm's ability to provide quality management and mentoring programs.

Tab 6. Provide a thorough description of the skills and experience of the staff offered to the District to provide the above services.

- Provide information demonstrating the skills and experience of the highly qualified Director of Transportation offered to the District.
- Provide information demonstrating the skills and experience of the highly qualified Routing Manager offered to the District.
- Provide information demonstrating the skills and experience of all other essential staff offered to the District to fulfill the Scope of Work requirements.
- Provide resumes of management candidate(s) or resumes of candidates previously placed and considered typical, and a statement of qualifications for additional support team expertise available to support the manager or management team selected.

Tab 7. Describe completely your firm's proposed methodology to deliver continuous improvement, training, mentorship and efficiencies.

Tab 8. The District is not providing a specific price page that needs to be completed. Price must be clearly defined within your proposal and must include all costs associated with the services as stated in the Scope of Work. Provide a unit cost schedule of fees for the services you are offering. A range of fees may be submitted for the various services, including all required hardware, software and license fees. The schedule of fees must also include travel, lodging, and fee(s) associated with training of District staff.

Tab 9. Provide the names, addresses, contact persons, and telephone numbers of at least three clients TUSD may contact as professional references. References must have received the same or substantially similar services to those offered to TUSD.

Tab 10. Provide any pertinent supplementary information regarding your firm's services or experience that may enable TUSD to become aware of the firm's qualifications. **Please use eco-friendly consideration and consumables when preparing your response. Elaborate brochures, expensive paper, bindings, visuals, presentation aids and packaging beyond that sufficient to present a complete and effective proposal is not desired.**

E. Prices/Fees: Prices/Fees must remain firm for 365 days, for the initial term of the contract. The TUSD Purchasing Department will review fully documented requests for price/fee increases prior to any contract renewal. The requested price/fee increase must be based upon a cost increase that was clearly unpredictable at the time of proposal submittal, and can be shown to directly affect the price/fee of the item concerned. The TUSD Purchasing Department will determine through competitive market review, trade publications, independent price indexes, and/or other means, whether the requested price/fee increase or an alternative option is in the best interest of the District. The vendor shall offer TUSD any published price/fee reduction during the contract period. All price/fee adjustments will be effective on acceptance by the TUSD Purchasing Department. Prices/fees, as indicated, shall include all costs associated with the specified service. Any extra or incidental costs must be indicated separately.

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- F. **Quantity(s)**: Quantity(s) as shown are the District's best estimate of projected needs and are in no way guaranteed or implied. Payment will be made to successful offeror for actual quantity(s) ordered and received. Final quantity(s) will be based upon need and funds available at time of the order. In the best interest of the District, we reserve the right to increase or decrease quantities as shown, or to place subsequent orders with successful offeror(s). Successful offeror(s) will be contacted prior to placing subsequent orders for verification of proposal prices.
- G. **Delivery of Proposal Items**: Delivery is to be F.O.B. destination, freight prepaid to the Tucson Unified School District, as indicated on the purchase order. Orders will be placed as soon as possible after proposal opening for delivery.

Failure to deliver order within the specified time frame may result in purchase order cancellation.

All deliveries shall be accompanied by delivery tickets or packing slips. Ticket shall contain school district purchase order number, vendor name and name of the article.

- H. **Contract Period**: It is the intent of the District to award a multi-term contract for the specified services beginning upon award through December 31, 2012. If this is a multi-term contract and assuming funds are appropriated to support continuation of services for succeeding periods, the original contract may be renewed annually for a total time of contract not to exceed five (5) consecutive years. Renewal shall be a mutual agreement between the awarded firm and the Tucson Unified School District. However, no contract exists unless and until a purchase order is issued.

Conditions for renewal of the contract shall include, but not be limited to, satisfactory performance of services during the preceding contract term, ability to continue to provide satisfactory services, continued adherence to the requirements of the proposal documents, and continued competitive prices for the services and/or products provided under the original contract.

- I. **Contract Liaison**: The Contract Liaison for any contract awarded under this Request for Proposal will be James Burns, (520) 225-4932. The Contract Liaison shall act as the District's contract manager and oversee performance under the contract.

The Contract Liaison may provide the offeror with general guidance as to the contract performance. However, this individual is not authorized to make changes in the contractual or performance requirements of any contract. Changes to an awarded contract shall be effective only upon written approval from the District's Purchasing Department.

- J. **Additional Services**: The District reserves the right to add related services to the contract at any time during the contract period. The District shall contact the contractor for prices prior to adding any service, and may at TUSD's sole option, accept the quoted price or purchase elsewhere those services.

- K. **Demonstrations**: All offerors may be required to provide the District with a full demonstration of requested items. Demonstrations will be held after proposal opening and prior to award. Vendor demonstrations will be coordinated to occur on the same day to allow District staff to evaluate all of the vendors concurrently. Each vendor will be responsible for all costs associated with providing their demonstration. Vendors will be notified approximately three weeks prior to the schedule date of the demonstration.

- L. **Safety and Security**: The contractor shall comply with all safety laws, ordinances, rules and regulations applicable to the work.

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The Contractor shall provide protection for all persons and all District property within the working area or approach thereto and shall erect temporary barricades, if necessary.

It shall be the responsibility of the contractor to ascertain from the District Office, under whose direction the work shall be performed, the rules and regulations pertaining to safe driving on school grounds, particularly when students and staff are present. The Contractor's drivers shall exercise extreme caution at all times.

- M. Contractor/Key Personnel:** It shall be the Contractor's responsibility to adequately screen all contractor personnel providing services under the contract, to determine the appropriateness of their working with students, staff or families. Said screening shall include, but may not be limited to background checks to ensure that the assigned personnel do not have convictions for the crimes outlined in A.R.S. 15-512 and 15-534. The District reserves the right to request confirmation of such screening and the documentation results.

The Contractor must provide an adequate staff of qualified and experienced personnel to provide services under the contract. The Contractor agrees that, once assigned to work under this contract, key personnel shall not be removed or replaced without written notice to the District. If key personnel are not available to work under this contract for a continuous period exceeding thirty (30) calendar days, or are expected to devote substantially less effort to the work than initially anticipated, the Contractor shall immediately notify the District, and shall, subject to the concurrence of the District, replace such personnel of substantially equal ability and qualifications. The District reserves the right to require replacement of assigned personnel when this is deemed to be in the District's best interest. Upon such notice, the Contractor shall promptly assign a new appropriately qualified and experienced employee.

- N. Compensation and Method of Payment:** Any contract shall provide for compensation that the District determines is fair and reasonable, taking into consideration budgetary limitations, and the scope, complexity and professional nature of the services. Contractor will be compensated only for work properly approved in advance by the using school or department.

All proposals shall include a schedule of fees associated with providing the services offered. The successful offeror shall be compensated for services properly rendered in accordance with the schedule of fees. Payment shall be made from detailed invoices, in forms acceptable to the District.

The schedule of fees must be firm for the initial contract term. Fees may be reviewed prior to any contract renewal. Any requested fee increase must be based upon a cost increase that directly affects the cost of services provided. Any requested fee increase that the District determines is not in its best interest will be rejected, and the District may seek an alternative solution. All fee adjustments shall become effective upon acceptance by the District's Purchasing Department.

- O. Billing:** The contractor will be required to bill the District on an itemized invoice that indicates the services rendered, the rate(s) of compensation, using school or department, and the applicable District purchase order number. Invoices must be sent to:

Tucson Unified School District
Accounts Payable
P.O. Box 40400
Tucson, Arizona 85717-0400

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- P. Response Time:** Contractor shall promptly respond within 48 hours to a District request for services. Acceptable response will be a return contact to obtain the requirements for filling the request.
- Q. Insurance:** Certificates of Insurance shall be provided by the successful firm(s) or individual(s) providing Commercial Liability Coverage within ten (10) days after the District issues a notice of award. Liability coverage shall include automobile liability and is required in an amount of not less than \$1 million per claim with a general aggregate of at least \$1 million. The Certificate(s) of Insurance shall name the District as an additional insured. Professional Liability Insurance (for errors, omissions and malpractice coverage) shall be provided with limits of at least \$1 million per claim and \$1 million per aggregate to be maintained by the successful offerors. If the policy is written on a claims-made basis, offeror warrants that any retroactive date under the policy precedes the effective date of this contract and that continuous coverage will be maintained for a period of two years beginning from the time work under the contract is completed. The cost of the Insured's defense will not be deducted from the amount of insurance available to pay claims. Terms of professional liability insurance may be modified upon a showing that the required terms are not readily available in the commercial market.

A certificate of Workers' Compensation Insurance shall be provided by the successful offeror(s). Workers' Compensation Insurance shall be in compliance with State statute.

Each insurance policy required by the District shall not be cancelled or reduced in coverage or limits except after thirty (30) days written notice to the District.

All certificates are to be received and approved by the District prior to the beginning of the contract period. Failure to maintain the required insurance or provide evidence of insurance shall be considered a material breach of contract.

- R. Technical and Repair Training:** If applicable, continuous training and support for staff must be included in the proposal. Training will include: How the system works, its capabilities, and how to utilize appropriate reports. Offeror will provide periodic visits for the purpose of continuing training, assisting staff and being available to answer questions. Please state in detail the training program your company will provide.

IV. STANDARD TERMS AND CONDITIONS

- A. Governing Law:** This Contract shall be governed by, and District and Contractor shall have all remedies afforded each by the Uniform Commercial Code, as adopted in the State of Arizona, except as otherwise provided in this contract or in statutes pertaining specifically to the State. The law of the State of Arizona shall govern this Contract. Suits pertaining to this Contract may be brought only in the courts of the State of Arizona. In addition, the Arizona Department of Education School District Procurement Rules (Arizona Administrative Code, R7-2-1001 through R7-2-1195) shall govern this Contract.
- B. Indemnification:** The Contractor agrees to indemnify, defend, and save harmless the District, its Governing Board, administrators, appointed boards, and commissions, officials, employees and insurance carriers, individually and collectively, from all losses, claims, suits, demands, expenses, subrogation, attorney's fee, or actions of any kind and nature resulting from personal injury to any person (including bodily injury and death) or damages to any property, arising or alleged to have arisen out of the Contractor's negligent acts, errors, omissions or performance of the work to be performed under the terms of the contract. The amount and type of insurance coverage requirements set forth will in no way be construed as limiting the scope of indemnity in this paragraph.

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- C. **Conflict of Interest:** All parties hereby are put on notice that this Contract is subject to termination if any District employee or Governing Board Member has substantial interest in the firm and/or services and has not followed State and District rules governing orders in such interest. Contractor must further certify that they have not paid or agreed to pay any person, other than a bona fide employee a fee or brokerage resulting from the award of this Contract.
- D. **Non-Discrimination:** Tucson Unified School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age, religion, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title VII, Title IX, Section 504, and Americans with Disabilities Act may be referred to EEO Compliance Officer, 1010 East 10th Street, Building A, Room #30, Tucson, Arizona 85719, (520) 225-6442, or to the Office for Civil Rights, U.S. Department of Education, 1244 Speer Boulevard, Denver, Colorado 80204. During performance of this Contract the Contractor agrees not to discriminate against any employee or applicant for employment on the basis of race, color, national origin, sex, sexual orientation, age, religion, or disability. Contractor agrees that all individuals eligible to receive services under this Contract will have equal access to those services regardless of race, color, national origin, sex, sexual orientation, age, religion, or disability.
- E. **Termination:** This Contract may be terminated by either party to the Contract prior to the expiration date upon thirty (30) days written notice to the other party. Termination of this Contract shall not relieve the Contractor of responsibility for the satisfactory completion of all work in progress at the time of notice.
- F. **Assignment:** It is mutually understood that the Contractor shall not assign, transfer, convey, sublet or otherwise dispose of the Contract, or their right, title or interest therein, or power to execute such Contract to any other person, company or corporation without the prior written consent of the District.
- G. **Access to Records:** Contractor shall maintain books, records, documents and other evidence and accounting procedures and practices sufficient to reflect properly all costs of whatever nature claimed to have been incurred and anticipated to be incurred in the performance of this Contract. The District and its duly authorized representatives shall have access to the books, documents, papers and records of Contractor which are directly pertinent to this Contract for the purpose of making audit, examination excerpts and transcripts, in accordance with the Arizona State Board of Education School District Procurement Rule R7-2-1083.
- H. **Compliance with Applicable Law:** Contractor agrees to comply with all federal, state, county and local laws ordinances and regulations applicable to the work to be done under this Contract. Contractor specifically agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. Contractor also shall comply with the Americans with Disabilities Act of 1990 (Public Law 101-336) and all regulations and administrative rules established pursuant to those laws.
- I. **Independent Contractor Status:** The service(s) to be rendered under this Contract are those of an independent contractor. Contractor is not to be considered an agent or employee of the District for any purpose, and neither Contractor nor any of Contractor's agents or employees is entitled to any of the benefits that the District provides for its employees.
- J. **Severability:** If any term or provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular term or provision held to be invalid.
- K. **Notices and Representations:** All notices, certificates or communications shall be delivered or mailed postage prepaid to the parties of their respective places of business as identified in the signature block of this Contract, unless otherwise designated in writing. Copies of such correspondence shall also be sent all other Contract signatories.

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- L. Ownership of Work Product:** All work products or any form of property originated or prepared by Contractor, which result from this Contract, are the exclusive property of the District.
- M. Availability of Funds:** District certifies that sufficient funds are available and authorized for expenditure to finance costs of this Contract within its current budget appropriation or expenditure limitation, provided. However, continuation of the Contract, or any extension after the end of the fiscal period in which it is written, is contingent upon a new appropriation or limitation for each succeeding fiscal period for the purpose of this Contract.
- N. Nonappropriation of Funds:** If sufficient funds are not provided in future approved budgets of District (or from applicable Federal, State or other sources) to permit District in the exercise of its reasonable administrative discretion to continue this contract, the District may terminate this contract without further liability by giving Contractor not less than thirty (30) days written notice. Contractor shall be compensated for all costs incurred up to the date of the written notice.
- O. Contractor's Employment Eligibility:** By entering the contract, Contractor warrants compliance with ARS subsection 41-4401, ARS subsection 23-214, the Federal Immigration and Nationality Act (FINA), and all other federal immigration laws and regulations. The District may request verification of compliance from any Contractor or subcontractor performing work under this Contract. The District reserves the right to confirm compliance in accordance with applicable laws. Should the District suspect or find that the Contractor or any of its subcontractors are not in compliance, the District may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.
- P. Business Operations in Sudan:** By entering the contract, Contractor warrants compliance with A.R.S. 35-397, and hereby certifies that the Contractor does not have scrutinized business operations in Sudan.
- Q. Business Operations in Iran:** By entering the contract, Contractor warrants compliance with A.R.S. 35-397, and hereby certifies that the Contractor does not have scrutinized business operations in Iran.
- R. Terrorism Country Divestments:** By entering the contract, Contractor warrants compliance with A.R.S. 35-391, and hereby certifies that the Contractor is not in violation of the Export Administration Act and is not on the Excluded Parties List.
- S. Fingerprint and Background Checks:** If required to provide services on school district property at least five (5) times during a month, contractor shall submit a full set of fingerprints to the school district in accordance with 15-512 of each person or employee who may provide such service. Alternately, the school district may fingerprint those persons or employees. An exception to this requirement may be made as authorized in Governing Board policy. The district shall conduct a fingerprint check in accordance with ARS 41-1750 and Public Law 92-544 of all contractors, subcontractors or vendors and their employees for which fingerprints are submitted to the district. Contractor, subcontractors, vendors and their employees shall not provide services on school district properties until authorized by the District.

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The following section will be used as an evaluation tool for award. Please complete the checklist to ensure your compliance to requested needs.

VENDOR INFORMATION/SERVICE: All offerors must demonstrate the willingness and capability of providing substantial local service which may require the availability of an on-site sales representative and local stocking facility as may be determined in the District's best interest. All out-of-town vendors must be willing to accept collect telephone calls or provide a toll-free number.

Address and toll-free number of your nearest office/facility or representative.

EXPERIENCE: Please provide three preferably Arizona firms, addresses, contact persons and telephone numbers. customers who have used the equipment and services the vendor has bid:

1.

2.

3.

Have you signed and submitted all addendums?

Check our website **NOW!** Addendums may be downloaded at <http://www.tusd.k12.az.us/bidrfp/rfp.asp>

Have you included an original, signed copy of the Offer and Acceptance Page? Your response may be considered nonresponsive without it!

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RFP/IFB No. <u>12-70-C16</u>	OFFER AND ACCEPTANCE	TUSD Purchasing Department 1010 E. 10th Street Building B, Room 272 East Building (10th & Fremont) Fremont Street Entrance, Second Floor Tucson, AZ 85719 (520) 225-6080
The Undersigned hereby offers and agrees to furnish the material, service or construction in compliance with all terms, conditions, specifications, and amendments in the Solicitation and any written exceptions in the offer.		
Company Name	For Clarification of this Offer, contact:	
Arizona Transaction (Sales) Privilege Tax License No.	Name	
Federal Employer Identification No.	Phone	
Street Address	Fax	
City	E-mail	
State	Zip	Signature:
Tax Rate (if applicable) _____%		_____ Signature Person Authorized to Sign Offer _____ Printed Name of Person Authorized to Sign Offer _____ Title
<p>CERTIFICATION</p> <p>By signature in the Offer section above, the bidder certifies:</p> <ol style="list-style-type: none"> 1. The submission of the offer did not involve collusion or other anti-competitive practices. 2. The bidder shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 75.5 or A.R.S. §§ 41-1461 through 1465. 3. The bidder has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. 4. The offeror complies and maintains compliance with FINA, ARS 41-4401 and 23-214 which requires compliance with federal immigration laws by State employers, State contractors and State subcontractors in accordance with the E-Verify Employee Eligibility Verification Program. 5. The offeror shall comply with fingerprinting requirements in accordance with ARS 15-512 unless otherwise exempted. <p>Failure to provide a valid signature affirming the stipulations required by these clauses shall result in rejection of the offer. Signing the with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.</p>		
<p>ACCEPTANCE OF OFFER (FOR TUSD USE ONLY)</p> <p>When approved for award and countersigned below by the Director of Purchasing or authorized designee, the offer is accepted.</p> <p>The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the Contractor's Offer as accepted by the school district/public entity.</p> <p>The Contractor is cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives a written purchase order.</p> <p>Awarded by:</p> <p style="text-align: center;"> _____ TUSD Director of Purchasing Date </p>		

PROPOSAL NO. 12-70-C16 - Professional Transportation Management Services

Instructions for Completing TUSD Electronic Bid Template

Important Note: two or more documents may be associated with a Bid or Proposal. Please be sure to download and **complete all documents**.

Saving (Downloading) a Document:

- Click on the document name you wish to save. Click **Open** on the pop-up box; this will open the document in a new window. You can then save the document by going to **File – Save As**.

Working With a Document:

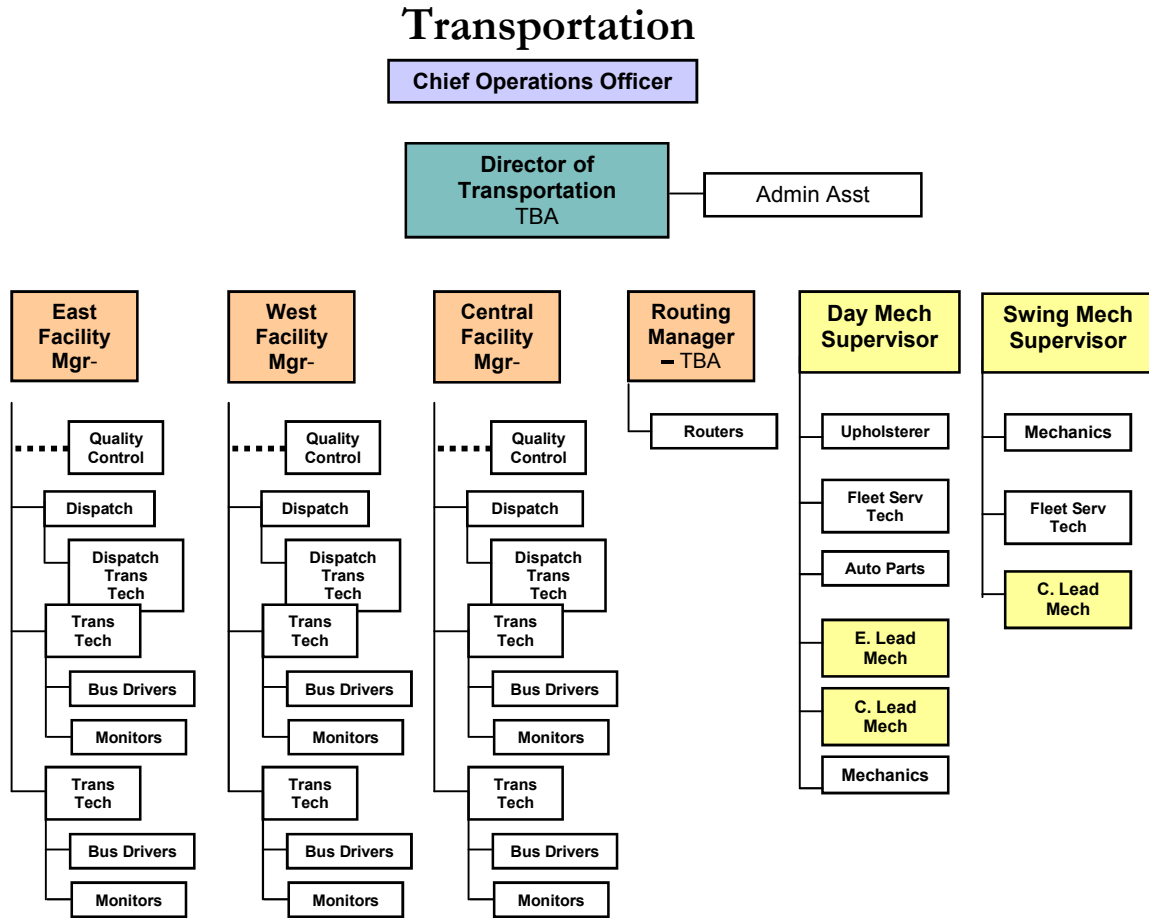
- Some portions of a Bid or Proposal will be in a **Word document**. To complete this portion of the Bid or Proposal, click the gray form field and type the requested information.
- Some portions of a Bid or Proposal **may** be in an **Excel document**. To complete this portion of the Bid or Proposal, click in the appropriate cell/box and type the requested information. Some Excel documents may contain calculations. When a unit price is typed into the appropriate cell/box, the extended price (and in some cases grand total price) will be automatically calculated for you.
- Once the document is complete, copy the document to either a flash drive or CD-R recordable compact disk. You will also want to print out a hard copy of the completed documents. You will need to **submit both** the electronic and hard copy of the Bid or Proposal documents.

Important Reminders:

- Please make sure that all required documents **have been signed**.
- Please remember that Bids and Proposals must be **submitted in a sealed envelope**.
- The Bid or Proposal number and the bidder's name and address should be clearly **indicated on the outside** of the envelope.

PROPOSAL NO. 12-70-C16 - Professional Transportation Management Services

**Attachment A
Transportation Organization Chart**





Purchasing Department
 225-6080 phone / 225-6082 fax
Purchasing@tusd1.org

Supplemental Student Transportation Services, Bid 11-16-15

(Updated June 3, 2013)

The following information is provided for planning and budgetary information only. All requests for Bus or Motor Coach service must be made through the TUSD Transportation Department. Please go to “Forms” on the Transportation Department’s intranet page.

Please contact the Purchasing Department at 225-6080 for assistance or additional information.

School Bus Service – Special Trips/Activities

This service consists of in-town and out-of-state trips. The hourly rate shall be for that time the bus is moving or waiting. These services may be requested for any day of the week (including weekends) and for various daytime and evening hours (including late night trips). Bus(es) shall be on the requesting site fifteen (15) minutes prior to departure time.

SCHOOL BUS SERVICE: In-Town

VENDOR CONTACT INFORMATION	
<p><u>Bee Line</u> Cynthia Franklin PO Box 17391 Tucson, AZ 85731 520-760-8784 (phone) 520-885-2421 (fax)</p> <p>(Lawson vendor number 1915)</p>	<ul style="list-style-type: none"> • Min. charge per trip: \$140. • No. of miles/hours incl. in min: 56/3. • Per mile over min.: \$2.25. • Per hour over min.: \$40. • Cancellation charges: \$0 more than 24 hrs, \$140 less than 24 hrs, \$0 additional with same-day substitute trip. • Obtain quote for each trip.
<p><u>Citizen School Transport/Gray Line Tours</u> Lisa Pierson – Charter Sales 3954 E. Lincoln St. Tucson, AZ 85714 520-622-8811 x3114 (phone) 520-622-8838 (fax) tucsoncharter@graylinearizona.com</p> <p>(Lawson vendor number 2617 - Citizen) (Lawson vendor number 1725 – Gray Line)</p>	<ul style="list-style-type: none"> • Min. charge per trip: \$182. • No. of miles/hours incl. in min: 20/4. • Per mile over min.: \$0.75. • Per hour over min.: \$20. • Cancellation charges: 100% less than 24 hrs, 50% 24-72 hrs, \$0 additional with same-day substitute trip. • Obtain quote for each trip.
<p><u>Mountain View Tours, Inc.</u> Becky Keyes 4995 N. Casa Grande Hwy. Tucson, AZ 85743 520-292-1183 (phone) 520-292-1228 (fax) Becky.k@mountainviewtours.com</p> <p>(Lawson vendor number 1850)</p>	<ul style="list-style-type: none"> • Min. charge per trip: \$240. • No. of miles/hours incl. in min: 3 hrs (hourly rate only for in-town trips). • Per hour over min.: \$55. • Cancellation charges: \$0 more than 24 hrs, 50% less than 24 hrs, same-day substitute trips charged at rate for new trip. • Obtain quote for each trip.

<p><u>Sportsman Bus Co.</u> Glenda Jones 4669 E. Benson Hwy. Tucson, AZ 85706 520-574-2818 (phone) 520-574-3744 (fax) sportsmanbus@juno.com (Lawson vendor number 1803)</p>	<ul style="list-style-type: none"> • Min. charge per trip: \$400. • No. of miles/hours incl. in min: 100/3. • Per mile over min.: \$2.85. • Per hour over min.: \$75. • Cancellation charges: \$0 more than 24 hrs, 50% less than 24 hrs, \$0 additional with same-day substitute trip. • Obtain quote for each trip.
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SCHOOL BUS SERVICE: Out-of-Town

<p>VENDOR CONTACT INFORMATION</p>	
<p><u>Bee Line</u> Cynthia Franklin PO Box 17391 Tucson, AZ 85731 520-760-8784 (phone) 520-885-2421 (fax) (Lawson vendor number 1915)</p>	<ul style="list-style-type: none"> • Min. charge per trip: \$285. • No. of miles/hours incl. in min: 112/3. • Per mile over min.: \$2.25. • Per hour over min.: \$40. • Cancellation charges: \$0 more than 24 hrs, \$140 less than 24 hrs, \$0 additional with same-day substitute trip. • Obtain quote for each trip.
<p><u>Citizen School Transport/Gray Line Tours</u> Lisa Pierson – Charter Sales 3954 E. Lincoln St. Tucson, AZ 85714 520-622-8811 x3114 (phone) 520-622-8838 (fax) tucsoncharter@graylinearizona.com (Lawson vendor number 2617 - Citizen) (Lawson vendor number 1725 – Gray Line)</p>	<ul style="list-style-type: none"> • Min. charge per trip: \$261. • No. of miles/hours incl. in min: 120/6. • Per mile over min.: \$0.75. • Per hour over min.: \$20. • Cancellation charges: 100% less than 24 hrs, 50% 24-72 hrs, \$0 additional with same-day substitute trip. • Obtain quote for each trip.
<p><u>Mountain View Tours, Inc.</u> Becky Keyes 4995 N. Casa Grande Hwy. Tucson, AZ 85743 520-292-1183 (phone) 520-292-1228 (fax) Becky.k@mountainviewtours.com (Lawson vendor number 1850)</p>	<ul style="list-style-type: none"> • Min. charge per trip: \$660. • No. of miles/hours incl. in min: 275/12 (whichever is greater dependant on the destination & itinerary). • Per mile over min.: \$2.40 • Per hour over min.: \$55. • Cancellation charges: \$0 more than 24 hrs, 50% less than 24 hrs, \$100 additional for same-day substitute trips (\$0, if out of state). • Obtain quote for each trip.
<p><u>Sportsman Bus Co.</u> Glenda Jones 4669 E. Benson Hwy. Tucson, AZ 85706 520-574-2818 (phone) 520-574-3744 (fax) sportsmanbus@juno.com (Lawson vendor number 1803)</p>	<ul style="list-style-type: none"> • Min. charge per trip: \$400. • No. of miles/hours incl. in min: 100/3. • Per mile over min.: \$2.85. • Per hour over min.: \$75. • Cancellation charges: \$0 more than 24 hrs (\$200 is out of state), 50% less than 24 hrs, \$0 additional with same-day substitute trip. • Obtain quote for each trip.

Motor Coach Transportation – Special Trips/Activities

This service consists of in-town, out-of-town and out-of-state field trips and/or athletic events. The hourly rate shall be for that time the bus is moving or waiting. These services may be requested for any day of the week (including weekends) and for various daytime, evening hours including late night trips and overnight trips. Bus(es) shall be on the requesting site fifteen (15) minutes prior to departure time.

MOTOR COACH TRANSPORTATION – SPECIAL TRIPS/ACTIVITIES: In-Town

VENDOR CONTACT INFORMATION	
<p><u>Bee Line</u> Cynthia Franklin PO Box 17391 Tucson, AZ 85731 520-760-8784 (phone) 520-885-2421 (fax)</p> <p>(Lawson vendor number 1915)</p>	<ul style="list-style-type: none"> • Min. charge per trip: \$365. • No. of miles/hours incl. in min: 125/3. • Per mile over min.: \$2.90. • Per hour over min.: \$50. • Cancellation charges: \$0 more than 24 hrs, \$140 less than 24 hrs, \$0 additional with same-day substitute trip. • Obtain quote for each trip.
<p><u>Citizen School Transport/Gray Line Tours</u> Lisa Pierson – Charter Sales 3954 E. Lincoln St. Tucson, AZ 85714 520-622-8811 x3114 (phone) 520-622-8838 (fax) tucsoncharter@graylinearizona.com</p> <p>(Lawson vendor number 2617 - Citizen) (Lawson vendor number 1725 – Gray Line)</p>	<ul style="list-style-type: none"> • Min. charge per trip: \$454. • No. of miles/hours incl. in min: 75/3. • Per mile over min.: \$3.31. • Per hour over min.: \$70. • Cancellation charges: 100% less than 24 hrs, 50% 24-72 hrs, \$0 additional with same-day substitute trip. • Obtain quote for each trip.
<p><u>Mountain View Tours, Inc.</u> Becky Keyes 4995 N. Casa Grande Hwy. Tucson, AZ 85743 520-292-1183 (phone) 520-292-1228 (fax) Becky.k@mountainviewtours.com</p> <p>(Lawson vendor number 1850)</p>	<ul style="list-style-type: none"> • Min. charge per trip: \$370. • No. of miles/hours incl. in min: 3 hrs (hourly rate only while in Tucson Metro area). • Per hour over min.: \$72. • Cancellation charges: \$0 more than 24 hrs, 50% less than 24 hrs, same-day substitute trips charged at rate for new trip. • Obtain quote for each trip.
<p><u>Sportsman Bus Co.</u> Glenda Jones 4669 E. Benson Hwy. Tucson, AZ 85706 520-574-2818 (phone) 520-574-3744 (fax) sportsmanbus@juno.com</p> <p>(Lawson vendor number 1803)</p>	<ul style="list-style-type: none"> • Min. charge per trip: \$400. • No. of miles/hours incl. in min: 100/3. • Per mile over min.: \$2.85. • Per hour over min.: \$75. • Cancellation charges: \$0 more than 24 hrs, 50% less than 24 hrs, \$0 additional with same-day substitute trip. • Obtain quote for each trip.

MOTOR COACH TRANSPORTATION – SPECIAL TRIPS/ACTIVITIES: Out-Of-Town

VENDOR CONTACT INFORMATION	
<p><u>Bee Line</u> Cynthia Franklin PO Box 17391 Tucson, AZ 85731 520-760-8784 (phone) 520-885-2421 (fax)</p> <p>(Lawson vendor number 1915)</p>	<ul style="list-style-type: none"> • Min. charge per trip: \$365. • No. of miles/hours incl. in min: 125/3. • Per mile over min.: \$2.90. • Per hour over min.: \$50. • Cancellation charges: \$0 more than 24 hrs, \$140 less than 24 hrs, \$0 additional with same-day substitute trip. • Obtain quote for each trip.
<p><u>Citizen School Transport/Gray Line Tours</u> Lisa Pierson – Charter Sales 3954 E. Lincoln St. Tucson, AZ 85714 520-622-8811 x3114 (phone) 520-622-8838 (fax) tucsoncharter@graylinearizona.com</p> <p>(Lawson vendor number 2617 - Citizen) (Lawson vendor number 1725 – Gray Line)</p>	<ul style="list-style-type: none"> • Min. charge per trip: \$840. • No. of miles/hours incl. in min: 250/12. • Per mile over min.: \$3.31. • Per hour over min.: \$70. • Cancellation charges: 100% less than 24 hrs, 50% 24-72 hrs, \$0 additional with same-day substitute trip. • Obtain quote for each trip.
<p><u>Mountain View Tours, Inc.</u> Becky Keyes 4995 N. Casa Grande Hwy. Tucson, AZ 85743 520-292-1183 (phone) 520-292-1228 (fax) Becky.k@mountainviewtours.com</p> <p>(Lawson vendor number 1850)</p>	<ul style="list-style-type: none"> • Min. charge per trip: \$825/day or \$2.80/mile. • No. of miles/hours incl. in min: 295/12 (Depends on final destination per itinerary. Miles or hours, whichever is greater). • Per mile over min.: \$2.80. • Per hour over min.: \$72. • Cancellation charges: \$0 more than 24 hrs, 50% less than 24 hrs, same-day substitute trips charged at rate for new trip. • Obtain quote for each trip.
<p><u>Sportsman Bus Co.</u> Glenda Jones 4669 E. Benson Hwy. Tucson, AZ 85706 520-574-2818 (phone) 520-574-3744 (fax) sportsmanbus@juno.com</p> <p>(Lawson vendor number 1803)</p>	<ul style="list-style-type: none"> • Min. charge per trip: \$400. • No. of miles/hours incl. in min: 100/3. • Per mile over min.: \$2.85. • Per hour over min.: \$75. • Cancellation charges: \$0 more than 24 hrs, 50% less than 24 hrs, \$0 additional with same-day substitute trip. • Obtain quote for each trip.

MOTOR COACH TRANSPORTATION – SPECIAL TRIPS/ACTIVITIES: Out-Of-State & Overnight

VENDOR CONTACT INFORMATION	
<p><u>Bee Line</u> Cynthia Franklin PO Box 17391 Tucson, AZ 85731 520-760-8784 (phone) 520-885-2421 (fax)</p> <p>(Lawson vendor number 1915)</p>	<ul style="list-style-type: none"> • Min. charge per trip: \$365. • No. of miles/hours incl. in min: 125/3. • Per mile over min.: \$2.90. • Per hour over min.: \$50. • Cancellation charges: \$0 more than 24 hrs, \$140 less than 24 hrs, \$0 additional with same-day substitute trip. • Obtain quote for each trip.
<p><u>Citizen School Transport/Gray Line Tours</u> Lisa Pierson – Charter Sales 3954 E. Lincoln St. Tucson, AZ 85714 520-622-8811 x3114 (phone) 520-622-8838 (fax) tucsoncharter@graylinearizona.com</p> <p>(Lawson vendor number 2617 - Citizen) (Lawson vendor number 1725 – Gray Line)</p>	<ul style="list-style-type: none"> • Min. charge per trip: \$1233. • No. of miles/hours incl. in min: 500/14. • Per mile over min.: \$3.31. • Per hour over min.: \$75. • Cancellation charges: \$0 more than 24 hrs, 75% less than 24 hrs, \$0 additional with same-day substitute trip. • Obtain quote for each trip.
<p><u>Mountain View Tours, Inc.</u> Becky Keyes 4995 N. Casa Grande Hwy. Tucson, AZ 85743 520-292-1183 (phone) 520-292-1228 (fax) Becky.k@mountainviewtours.com</p> <p>(Lawson vendor number 1850)</p>	<ul style="list-style-type: none"> • Min. charge per trip: \$825/day or \$2.80/mile (whichever is greater with itinerary). • Cancellation charges: \$0 more than 24 hrs, 100% less than 24 hrs, \$0 additional with same day substitute trip. • Obtain quote for each trip.
<p><u>Sportsman Bus Co.</u> Glenda Jones 4669 E. Benson Hwy. Tucson, AZ 85706 520-574-2818 (phone) 520-574-3744 (fax) sportsmanbus@juno.com</p> <p>(Lawson vendor number 1803)</p>	<ul style="list-style-type: none"> • Min. charge per trip: \$400. • No. of miles/hours incl. in min: 100/3. • Per mile over min.: \$2.85. • Per hour over min.: \$75. • Cancellation charges: \$200 more than 24 hrs, 50% less than 24 hrs, \$0 additional with same-day substitute trip. • Obtain quote for each trip.

For individual rides of students that fall under NCLB, McKinney-Vento, and some Special Needs.

<p><u>A & K Transportation</u> Larry Pajkowski 1137 N. Winstel Blvd. Tucson, AZ 85716 520-881-3391 (phone) 520-795-1614 (fax) LPAJKOWSKI@HANDICAR.NET</p> <p>(Lawson Vendor #2606)</p>	<ul style="list-style-type: none">• Contact Vendor for quote.
<p><u>American Pony Express</u> 1101 W. Price Rd. Tucson, AZ 85705 520-888-2996 (phone) 520-293-2653 (fax) AMPONYEXPRESS@AOL.COM</p> <p>(Lawson Vendor #2220)</p>	<ul style="list-style-type: none">• Contact Vendor for quote.