

# **REQUEST FOR QUOTE**

**SPRAGUE BOARD OF EDUCATION  
25 SCOTLAND ROAD  
BAL TIC, CONNECTICUT 06330**

## **TRANSPORTATION SERVICES**

**OWNER:** **SPRAGUE BOARD OF EDUCATION  
ADMINISTRATIVE OFFICES  
25 SCOTLAND ROAD  
BAL TIC, CONNECTICUT 06330**

**OWNER CONTACT:** **WILLIAM HULL  
SUPERINTENDENT  
TEL: 860-822-8264, EXT 108  
EMAIL: WHULL@SPRAGUEK12.ORG**

**FEBRUARY 2021**

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## INVITATION TO REQUEST FOR QUOTES

ISSUING OFFICE: SPRAGUE BOARD OF EDUCATION  
ADMINISTRATIVE OFFICES  
25 SCOTLAND ROAD  
BAL TIC, CONNECTICUT 06330

PROJECT: **Transportation Services**

Proposers are invited to submit pricing on the RFQ Forms provided in accordance with the requirements of this request for quote and the following instructions.

The Sprague Board of Education will receive responses until 3:00 PM on April 7, 2021. Quotes are to be submitted on the enclosed RFQ Forms and mailed to William Hull, Superintendent, Sprague Board of Education, Administrative Offices, 25 Scotland Road, Baltic, CT 06330. Proposals will be opened publicly and read aloud at 4:00 PM on April 7, 2021 at the Board of Education Administration Offices.

Refer to the "Specifications" of this Request for Quote for other requirements. If you have questions or need additional information, please contact William Hull between the hours of 8:00 AM and 3:00 PM via email at [whull@spraguek12.org](mailto:whull@spraguek12.org) by 11:00 AM on March 24, 2021.

The Sprague Board of Education reserves the right to waive irregularities and to reject any or all responses, wholly or in part, to waive any informalities or defects in any or all responses and to make a decision deemed in the best interest of the Sprague Board of Education, which may not be the lowest cost quote.

## **SPECIFICATIONS**

**1. PURPOSE**

The purpose of this request for quotes is to solicit prices for the school district's pupil transportation services.

**2. SCOPE**

The Sprague School District is comprised of 1 school, Sayles School. The district sends High School students to surrounding choice schools.

**Sayles School**  
25 Scotland Road  
Baltic, CT 06330  
Grades PK through 8  
All children ride

**High Schools include: \***

**Norwich Free Academy**

305 Broadway  
Norwich, CT 06360

**Norwich Technical High School**

7 Mahan Drive  
Norwich, CT 06360

**Windham Technical High School**

210 Birch Street  
Willimantic, CT 06226

**Lyman Memorial High School and Lebanon Agricultural Science & Technology Center**

917 Exeter Road  
Lebanon, CT 06249

**Griswold High School**

(No transportation after 06/30/23)  
267 Slater Avenue  
Griswold, CT 06351

**ACT Arts Magnet High School**

(Currently no students attending but still need per diem price)  
896 Main Street  
Willimantic, CT 06226

\* Special considerations for riding are made on a case by case basis.

\* Adjustments in High School Runs – There are times when the High School schedule differs from the normal High School runs. Such as one or more High Schools having an early release, delay, and or closure, etc.

**A. Home-to-School (Public) Transportation**

1) The Board is requesting a price based on the Contractor providing fuel and fuel additives.

- 2) The Board is requesting an alternate price based on the Board providing fuel and fuel additives.
- 3) Board is requesting prices based on a per bus per hour charge that could include late bus runs and or Summer School runs.

**B. Below is a list of Current Home-to-School Runs**

The Board operates three tiers. High school students ride on the first tier, Elementary students are on the second tier, and the third tier is a Pre-K midday run.

High School – 5 Type I buses and 1 Type II AM and PM

Sayles School and Preschool – 5 Type I buses and 1 Type II AM and PM

Preschool – 2 buses Midday (Midday run returns AM students and picks up PM students)

**C. Activity/Athletic Trips**

The Board is requesting pricing for Activity and Athletic trips based upon a rate per hour and a rate per mile. Please specify the minimum per trip.

**D. Bus Lot**

Currently the Board houses its buses at a bus lot located at 0 Main Street (Route 97) in Baltic CT.

- 1) The Board is requesting a price based on the Contractor using the space at the bus lot.
- 2) The Board is requesting an alternate price in lieu of the Contractor using the space at the bus lot.

**E. Vehicles**

The 2020-21 program is operating with the following home-to-school buses:

- 1) 5 Type I buses and 1 Type II bus Wheelchair Lift.
  - a. Seating capacity of at least 77 for a minimum of 2 Type I buses and of at least 71 for remainder of Type I buses. Type II bus will have capacity of no less than 16 passengers. No vehicle shall be more than seven years old during the duration of the contract without the approval of the Superintendent of Schools. All buses will be equipped with two-way radios, front bumper crossing gates, and a child safety alert system. The Contractor will insure that all radios are always in proper working order.
    - i. The Board is seeking an alternate price for GPS equipped buses.
  - b. All vehicles shall be equipped with all-season tires, designed to prevent skidding, and meeting the guidelines of the State of Connecticut Department of Motor Vehicles (DMV).
  - c. Vehicle specifications must meet all Connecticut standards for school buses. The Contractor should refer to all DMV, Connecticut State Police, and all federal, state, and local regulations. The Contractor, his agent or his driver shall inspect daily all vehicles to be used before the first run in the morning. The inspection shall cover brakes, lights, tires, oil, fuel, radiators, heaters, and all safety appliances.
  - d. The Contractor shall equip each vehicle with a black box for housing of a digital video camera. The Contractor shall provide digital video cameras (one per bus) to be utilized as directed by the administration and shall supply devices to store the information recorded during run times. The storage capacity must be for at least fourteen days.
  - e. The Contractor will be responsible for the maintenance of the vehicles and the ability to follow the updated CDC and State of CT guidelines regarding

cleaning, sanitizing, disinfecting, and record keeping of school transportation vehicles.

**3. PROPOSER'S CERTIFICATION, REPRESENTATIONS, AND QUALIFICATIONS**

- A. Under penalty of perjury the Proposer certifies that:
- 1) The proposal has been arrived at by the Proposer independently and has been submitted without collusion with any other vendors of services, materials, supplies, or equipment of the type described in the Request for Quotes, and
  - 2) The contents of the proposal have not been communicated by the Proposer, nor to its best knowledge and belief, by any of its employees or agents, to any person not an employee or agent of the Proposer.
- B. Qualifications of Proposers: The work and services described in these proposal documents include the performance of activities directly affecting the safety of the students served by the Board and the public generally. The Board may make any investigation necessary to determine the ability of the Proposer to fulfill a Contract, and the Proposer shall furnish the Board with all such information for this purpose as the Board may request.
- 1) Proposer must include a reference list, setting out the names of all Connecticut districts in which they have operated in the past three years.
  - 2) A detailed description of the Proposer's driver recruitment program, including specific efforts that will be used to recruit qualified personnel in Sprague must be provided.
  - 3) Included in the qualifications of the Proposer is to be a brief resume summarizing the experience and qualifications of the local management who will be directly responsible for the performance of this contract. If any of these positions have not yet been filled, please list the qualifications (job description) for the position(s).
  - 4) The Proposer should supply details on the typical operating program that would be utilized in the performance of a contract, including such items as specialized training for new and experienced drivers; accident reduction programs; vehicle maintenance and inspection programs; computerized fleet maintenance, management, and routing systems; and student safety programs.
  - 5) A list of terminated contracts over the last three years in Connecticut, except those contracts lost as a result of the proposal process.

Proposers may be asked to provide, if they are being considered for a contract award, the following financial information.

- a) Professionally prepared (audited or reviewed) financial statements for the past three years, prepared by an independent certified public accountant.

- b) Information identifying any pending, threatened and/or outstanding claims, legal issues, or litigation, as well as any outstanding judgments and liens against the Proposer.

**4. TIMELINE**

If the Sprague Board of Education decides to move forward with a contract, it is anticipated it will begin with the 2021-22 academic year (including possible summer school).

**5. GUARANTEES BY THE CONTRACTOR**

The Contractor shall warrant and guarantee the following:

- A. The Contractor is financially solvent and the Contractor is experienced in and competent to perform the type of work and to furnish the materials, supplies, and equipment to be performed or furnished by it.
- B. That it will comply with Federal and State Fair Labor Standards Act minimum wage standards set by law as to all of its employees while they are engaged in work under any Contract between Contractor and the Board.
- C. That it will comply with all State and Federal provisions for drug and alcohol testing, background checking, and be responsible for any and all fees related thereto, and that the Contractor will comply with the related Board Policies.
- D. The Contractor will comply with any and all other applicable Federal, State, and/or local laws, rules, and regulations, and the policies and procedures of the Board.
- E. That in the performance of a contract, Contractor is an independent contractor, the Board being interested only in having the bus transportation services performed. For all purposes of a contract, all bus drivers and others engaged by the Contractor for the performance of a contract shall be considered employees of the Contractor and not the Board.
- F. All drivers must be approved by the Board before driving a vehicle. The Board may rescind approval of any driver, at its discretion, and agrees to work with the Contractor to resolve the issue prior to exercising its rights. The Board, or its executive agent, reserves the right to require the dismissal of any bus operator who, in its judgement, is not qualified by temperament, personality, or for any reason to operate a bus for school children. Further, the Contractor will furnish the Board, or its agent, the following information immediately upon request: Names of the operators, addresses of the operators, ages of the operators, Public Service Operators' numbers, and operators' license numbers.

**6. TERMINAL MANAGEMENT, OPERATIONS AND CONTRACTOR'S RESPONSIBILITIES, ROUTE SCHEDULING, OTHER OPERATING MATTERS**

Final details on terminal management, operations and contractor's responsibilities, route scheduling and other operating matters will be negotiated with the Contractor.

**7. PAYMENT**

If the Board decides to move forward with a contract, payment terms will be negotiated with the Contractor.

**8. INSURANCE**

The Board will finalize insurance details with the Contractor.

**9. TERM**

The Board is looking for at least a 3-year contract and is willing to negotiate the possibility of a longer term.

**10. EVALUATION CRITERIA**

Responses to the Request for Quote will be evaluated according to the following criteria:

- Background and experience;
- Length of time in business;
- The company's client references;
- Quality, clarity, responsiveness and completeness of quote in conformance with instructions; and
- Price

All evaluations and judgments about the quotes shall be made solely by Sprague Board of Education representatives. All selection decisions shall be made by the Sprague Board of Education in its complete and sole discretion. The Sprague Board of Education will select the Request for Quote it deems as the best possible solution and value for the Sprague Board of Education, which may not be the lowest priced option.



**FINANCIAL INFORMATION COMPLIANCE**

As part of the Sprague Board of Education transportation quote, the undersigned hereby acknowledges the following:

- a. If requested, specified financial information will be provided within 72 hours of the Board’s request.
- b. Information relative to any pending lawsuits, judgments and/or liens has been provided.  
\_\_\_\_ Yes      \_\_\_\_ No

If NO, the Proposer stipulates by initialing in the following space that there are no lawsuits, judgment and/or liens.

Initials: \_\_\_\_\_

- c. Information on any bankruptcy filings has been submitted. \_\_\_\_ Yes      \_\_\_\_ No

If NO, the Proposer stipulates by initialing in the following space that there are no applicable bankruptcy filings.

Initials: \_\_\_\_\_

- d. Information on any denials of Performance Bonds has been submitted. \_\_\_\_ Yes      \_\_\_\_ No

If NO, the Proposer stipulates by initialing in the following space that there are no performance bond denials to report.

Initials: \_\_\_\_\_

How long have you been in the school bus industry? \_\_\_\_\_ Years

If you do not plan to use the school district property garaging, fueling and maintaining of the buses to be used for this contract, explain your plans.

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## RFQ FORM

The following prices are to reflect **the Board providing fuel**.  
 The following prices are to reflect **using space** at the bus lot.

The fiscal year runs from July 1<sup>st</sup> to June 30<sup>th</sup>. The school currently operates on 182 calendar days per school year.

DESCRIPTION	2021-22	2022-23	2023-24	Alt 2024-25	Alt 2025-26
<b>Regular Home to School</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
Elementary Run					
High School Run					
Total Type I per bus per day:					
Total Type I per bus per day for GPS enabled bus:					
Elementary Run					
High School Run					
Total Type II bus with Wheel Chair					
Total Type II bus with Wheel Chair for GPS enabled bus:					

<b>Late Runs and or Summer School</b>					
Cost per bus per hour					
Cost per bus per hour for GPS enabled bus					

<b>Activity/Athletic/Other trips</b>					
Cost per bus per hour					
Cost per bus per hour for GPS enabled bus					
Cost per bus per mile					
Cost per bus per mile for GPS enabled bus					
Specify minimum per trip					

Are you acceptable to negotiating a pre-payment discount?  Yes  No

What would be the reduction in price in lieu of using space? \_\_\_\_\_

SUBMITTED BY:

Firm Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Contact Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_

## RFQ FORM

### ALTERNATE QUOTE

The following prices are to reflect **the Contractor providing fuel**.

The following prices are to reflect **using space** at the bus lot.

The fiscal year runs from July 1<sup>st</sup> to June 30<sup>th</sup>. The school currently operates on 182 calendar days per school year.

DESCRIPTION	2021-22	2022-23	2023-24	Alt 2024-25	Alt 2025-26
<b>Regular Home to School</b>	Year 1	Year 2	Year 3	Year 4	Year 5
Elementary Run					
High School Run					
Total Type I per bus per day:					
Total Type I per bus per day for GPS enabled bus:					
Elementary Run					
High School Run					
Total Type II bus with Wheel Chair					
Total Type II bus with Wheel Chair for GPS enabled bus:					

<b>Late Runs and or Summer School</b>					
Cost per bus per hour					
Cost per bus per hour for GPS enabled bus					

<b>Activity/Athletic/Other trips</b>					
Cost per bus per hour					
Cost per bus per hour for GPS enabled bus					
Cost per bus per mile					
Cost per bus per mile for GPS enabled bus					
Specify minimum per trip					

Are you acceptable to negotiating a pre-payment discount?  Yes  No

What would be the reduction in price in lieu of using space? \_\_\_\_\_

SUBMITTED BY:

Firm Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Contact Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_

**SPRAGUE BOARD OF EDUCATION  
TRANSPORTATION SERVICES QUOTE  
CHECKLIST**

The following checklist is to assist the Board with evaluation of the quotes received.  
The following checklist is to assist the Contractor with ensuring they have provided the items requested by the Board.

<b>Item No.</b>	<b>Description</b>	<b>Included Indicate Yes or No</b>
3B, 1)	Proposer must include a reference list, setting out the names of all Connecticut districts in which they have operated in the past three years.	
3B, 2)	A detailed description of the Proposer's driver recruitment program, including specific efforts that will be used to recruit qualified personnel in Sprague must be provided.	
3B, 3)	Included in the qualifications of the Proposer is to be a brief resume summarizing the experience and qualifications of the local management who will be directly responsible for the performance of this contract. If any of these positions have not yet been filled, please list the qualifications (job description) for the position(s).	
3B, 4)	Included in the qualifications of the Proposer is to be a brief resume summarizing the experience and qualifications of the local management who will be directly responsible for the performance of this contract. If any of these positions have not yet been filled, please list the qualifications (job description) for the position(s).	
3B, 5)	A list of terminated contracts over the last three years in Connecticut, except those contracts lost as a result of the proposal process.	
	Financial Information Compliance	
	RFQ Forms	