



Henry County R-I School District
210 North Street * Windsor, MO 65360
(660) 647-3533 * Fax (660) 647-2711
www.henrycountyr1.k12.mo.us

Henry County R1 School District
210 North St. Windsor, MO 65360
Office: 660-647-3533 Fax: 660-647-2711
<https://henrycountyr1.schoolinsites.com>

Request for Proposals for Student Transportation Services

Henry County R1 School District is requesting proposals for student transportation services for the period of August 1st, 2023 through June 30th, 2026. Additional information is available upon request in the office of the Superintendent located at 210 North St, Windsor, MO 65360 or by calling 660-647-3533. Sealed bid proposals should be delivered to the Superintendent's office no later than 1:00pm on Thursday, April 6th, 2023.

The Henry County R1 School District reserves the right to reject any and all bids.

Mrs. Lora Howard
Superintendent/Board Secretary

Mr. Brad Hunter
Superintendent of Schools

Mrs. Tara Harbit
Bookkeeper/Data Entry Specialist



Henry County R-I School District
210 North Street * Windsor, MO 65360
(660) 647-3533 * Fax (660) 647-2711
www.henrycountyr1.k12.mo.us

RE: STUDENT TRANSPORTATION REQUEST FOR PROPOSAL

Please find enclosed a Request for Proposal and Schedule A (cost proposal) for student transportation services for the Henry County R1 School District.

Questions not answered in the RFP may be directed to: Mr. Brad Hunter, Superintendent of Schools, or Mrs. Lora Howard, Secretary of The Board of Education, at the address and phone number listed.

Please note especially the procedures and deadline for submitting a bid.

Sincerely,

Brad Hunter

Brad W. Hunter

Superintendent of Schools

Mrs. Lora Howard
Superintendent/Board Secretary

Mr. Brad Hunter
Superintendent of Schools

Mrs. Tara Harbit
Bookkeeper/Data Entry Specialist



Henry County R-I School District
210 North Street * Windsor, MO 65360
(660) 647-3533 * Fax (660) 647-2711
www.henrycountyr1.k12.mo.us

Henry County R1 School District
Windsor, Missouri

REQUEST FOR PROPOSAL

Student Transportation Services

The Board of Education of Henry County R1 School District, Windsor, Missouri is requesting proposals from student transportation contractors to provide safe, reliable, and economical service for regular student transportation, special education, and early childhood programs, vocational-technical programs, summer school, activity and athletic trips, and all other transportation services requested by the district.

1.0 GUIDING PRINCIPLES

- 1.1 The safety of students will guide all decisions, policies, and operational procedures regarding transportational services.
- 1.2 Student transportation services will be provided as efficiently and economically as possible while maintaining optimal safety for students.
- 1.3 Student transportation services will be undertaken with a *client service* orientation at all times.
- 1.4 Student transportation services will be provided in a manner that enhances school and community relations.
- 1.5 The transportation contractor and its employees will provide transportation services in compliance with all rules and regulations applicable to the transportation of public school students at all times.



Henry County R-I School District
210 North Street * Windsor, MO 65360
(660) 647-3533 * Fax (660) 647-2711
www.henrycountyr1.k12.mo.us

2.0 GENERAL

- 2.1 The District's representative will be the Superintendent of Schools. All inquiries will be directed to: Mr. Brad Hunter, Superintendent of Schools, or Lora Howard, Board of Education Secretary, Henry County R1 School District, 210 North St., Windsor, MO 65360, 660-647-3533, (FAX): 660-647-2711, hunterb@henrycountyr1.k12.mo.us
- 2.2 All proposals must be received by no later than 1:00pm, April 6th, 2023.
- 2.3 Proposals and supporting materials must be submitted in a sealed envelope labeled *Transportation Proposal* in the lower left corner of the front of the envelope.
- 2.4 Proposals will be opened in the HCR1 district office, 210 North St., Windsor, MO 65360 at 1:00pm, April 6th, 2023.
- 2.5 Action on submitted proposals will occur at the regular meeting of the HCR1 board of education to be held at 6:00pm on Tuesday, April 11th, 2023 in room 103C, Windsor High School, 210 North St., Windsor, MO 65360.
- 2.6 The District reserves the right to reject any and all proposals.
- 2.7 The Proposal will provide, at a minimum: Schedule A outlining all route and trip costs, a resume providing name of company, parent corporation, principal ownership and subsidiaries providing student transportation services under other names; current business address, telephones, fax, and email; brief history of the company; organizational chart showing lines of authority from principal ownership to local managerial level; a list of public school districts and names, addresses, and phone numbers of contact personnel able to provide reference regarding the quality of service provided and/or proposed; complete listing of all court actions and judgements within the past ten(10) years involving the Contractor, named individually or as part of a company, LLC or corporation; and other pertinent information relative to selection of a Contractor to serve the best interests of the District.



Henry County R-I School District
210 North Street * Windsor, MO 65360
(660) 647-3533 * Fax (660) 647-2711
www.henrycountyr1.k12.mo.us

2.8 All Contractors submitting proposals will meet all statutory and regulatory requirements for providing student transportation services and operating a business in the State of Missouri.

2.9 In submitting a proposal the Contractor acknowledges that he/she has examined the specifications as detailed in the Request for Proposal, has satisfied himself/herself as to all requirements and conditions and understands that, in submission of a proposal, he/she waives all right to plead any misunderstanding regarding same and agrees to be bound by the provisions of said Proposal and all statements made therein. The Contractor further understands that his/her reputed competence and reliability, as well as any other factors of interest to the District may be a consideration in awarding the subsequent Contract for student transportation services.

3.0 CONTRACT

3.1 The Contract will be awarded to the Contractor submitting the Proposal deemed to be in the best interest of the District with due and subjective analysis of the following criteria, including but not limited to: cost, reputed reliability, references with knowledge of the Contractor's current or past performance, quality of Proposal, and other factors deemed pertinent by the Board for the purpose of awarding the Contract.

3.2 The initial contract period will be for three(3) years, beginning on or about August 1st, 2023 and ending on or about June 30th, 2026.

3.3 The Contract may be renewed after the initial Contract period for a period of time mutually agreeable to the Board and the Contractor. The Contract will not provide an automatic renewal clause. The subsequent renewal Contract will be separate from the original Contract with the specific term of the renewal contract not to exceed five(5) years.



Henry County R-I School District
210 North Street * Windsor, MO 65360
(660) 647-3533 * Fax (660) 647-2711
www.henrycountyr1.k12.mo.us

- 3.4 The Contract will cover transportation services for regular education routes, vocational education route, special education and early childhood routes, activity trips, summer school routes if so requested, and all other trips and services requested by the District and deemed to be within the interest of the District.
- 3.5 The District will require approximately one hundred fifty(150) days for student transportation services during the regular school year. ECSE routes also run 150 days per year.
- 3.6 The Contractor's rate proposal will be submitted on the document referred to as Schedule A, which provides sufficient detail for the District to determine the actual and real costs of all student transportations services provided within the Contract.
- 3.7 Schedule A rates are fixed for the period of the Contract, with the exception that a rate adjustment may be requested by the Contractor for unforeseen and justifiable causes having an adverse effect on the Contractor's ability to satisfy the terms of the Contract. A rate adjustment may be granted by the board but will not exceed three percent(3.0%) for any such adjustment and is limited to one(1) such adjustment during any fiscal year (July 1 to June 30).
- 3.8 The District is currently operating five(5) daily regular education routes with approximately three hundred fifty(350) aggregated miles, one(1) vocational-technical school route with approximately forty-five(45) daily miles, and one and a half (1.5) early childhood special education routes with approximately eighty-five(85) daily miles.



Henry County R-I School District
210 North Street * Windsor, MO 65360
(660) 647-3533 * Fax (660) 647-2711
www.henrycountyr1.k12.mo.us

- 3.9 Activity trips for the 2022-2023 school year are estimated to be thirty-thousand miles(30,000).
- 3.10 Significant changes in the District's requirements for the Contract, affecting services and/or costs, may be renegotiated at any time during the contract period with mutual consent of the District and the Contractor.
- 3.11 The Contractor will invoice the District on a monthly basis. The invoice will be in sufficient detail to ensure an accurate accounting for all services provided during the invoice period. The District may request an accounting of miles driven for each route and/or activity trip and driver hours paid. The Contractor will provide such monthly invoice on or before the last school day of the month, with payment postmarked or made by the District within five(5) working days of the regular monthly Board meeting, usually held the second Tuesday of each month.
- 3.12 The Contractor will hold harmless and indemnify the District from every claim or demand which may be made by reason of injury to a person or caused by any act, neglect, default, or omission of the Contractor and its employees under performance of the contract.
- 3.13 The Contractor will be excused from performance during the time and to the extent the Contractor is prevented from performing in the customary manner by act of God, fire, flood, war, riot, civil disturbance, strike, lockout, or labor dispute which is beyond the control of the Contractor.
- 3.14 The Contractor will not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties, or obligations, without the prior written consent of the District. Should the Contractor be allowed to assign any contract awarded, any



Henry County R-I School District
210 North Street * Windsor, MO 65360
(660) 647-3533 * Fax (660) 647-2711
www.henrycountyr1.k12.mo.us

assignment will not operate to increase the cost nor reduce the obligations owed the District.

- 3.15 All fuel used in the operation of student transportation services shall be provided by the District under separate contract with a fuel supplier of the District's choice. The Contractor will fuel its buses in a manner and location as directed by the District. The Contractor will dispense fuel only into buses and vehicles used to fulfill the requirements of the Contract. An accurate accounting of all fuel dispensed into the Contractor's buses and vehicles will be maintained by the Contractor and made available to the District upon request.
- 3.16 The Contractor will cooperate with the fuel supplier to ensure a ready and sufficient supply of blended diesel fuel is available whenever climatic conditions warrant.
- 3.17 The Contractor will not sub-contract any portion of service to any sub-contractor without prior approval of the District.
- 3.18 The *Request for Proposal* will be made an addendum to the actual Contract between the District and the Contractor, with all terms and conditions of this *Request for Proposal* considered terms and conditions of the Contract as well.

4.0 SERVICES

- 4.1 The Contractor will transport all students designated by the District to receive transportation services.
- 4.2 The Contractor will have primary responsibility for planning all routes and schedules. All routes and schedules may be reviewed by the Superintendent at any time, and the District reserves the right to have the Superintendent direct that routes and schedules be modified at any time.



Henry County R-I School District
210 North Street * Windsor, MO 65360
(660) 647-3533 * Fax (660) 647-2711
www.henrycountyr1.k12.mo.us

- 4.3 The District reserves the right, without additional cost to the District, to assign additional students to existing routes up to the manufacturer's rated capacity of the bus in service for that route.
- 4.4 The Contractor will cooperate in a timely manner with the District in providing requested information to complete reports for the Department of Elementary and Secondary Education(DESE) and other federal, state, and local agencies requesting information regarding student transportation.
- 4.5 The Contractor will cooperate with the District in administering a pay-to-ride plan for students not eligible for transportation services under Board policy.
- 4.6 The Contractor will utilize the bus garage facility provided by the District for a lease fee of one dollar(\$1.00) per year. The Contractor and its employees will use the facility for the purpose for which intended and will perform routine housekeeping and upkeep tasks in order to keep the facility functional and attractive. The District will be responsible for the overall maintenance and repair of the facility. The Contractor will pay utility costs for the transportation facility, either billed directly to the Contractor by the utility or discounted to the District in the monthly billing for utilities provided under District accounts.
- 4.7 The Contractor will maintain all buses and vehicles required by the Contract according to manufacturer's suggested schedules. Maintenance records for all vehicles will be made immediately available by the Contractor to the District upon request.
- 4.8 In submitting a Proposal the Contractor will provide an original Certificate of Insurance mailed directly from the carrier to the District for proof that the Contractor has sufficient insurance in force for the period of the proposed Contract



Henry County R-I School District
210 North Street * Windsor, MO 65360
(660) 647-3533 * Fax (660) 647-2711
www.henrycountyr1.k12.mo.us

(August 1st, 2023 through June 30th, 2026) which includes coverages for personal injury, liability, property damage, medical costs, and errors and omissions. Limits of coverage will be sufficient to meet the statutory and regulatory requirements of the State of Missouri, but will provide a minimum of \$2 million in coverage. The insurance company will have a rating of at least "A" in the current edition of *Best's Insurance Guide* and will be authorized by the State of Missouri to provide insurance within the state.

5.0 EQUIPMENT

- 5.1 All buses will be diesel powered.
- 5.2 All buses supplied by the Contractor will be no more than ten(10) years old at the beginning of the school year if used for daily routes or activity trips.
- 5.3 The Contractor will maintain sufficient spare buses to meet all requirements of the Contract at no extra cost to the District. Such spare buses are for the purpose of replacing regular route buses when disabled for repairs and for meeting peak demand for activity trips.
- 5.4 Upon request of the District, the Contractor will provide specialized vehicles (e.g. lift buses, air-conditioned buses, etc.) or install specialized equipment in vehicles for the transportation of disabled students qualifying for transportation services under the *Individuals with Disabilities Education Act(IDEA)*, with costs for the services negotiated and mutually agreed to be the District and Contractor.
- 5.5 All buses and vehicles provided by the Contractor will meet all safety requirements of The DESE, The Missouri State Highway Patrol, The Missouri Department of Transportation(MoDOT), The U.S. Department of Transportation(DOT), The National



Henry County R-I School District
210 North Street * Windsor, MO 65360
(660) 647-3533 * Fax (660) 647-2711
www.henrycountyr1.k12.mo.us

Transportation Safety Board(NTSB) and all other federal, state, and local agencies charged with inspection and regulation of buses and vehicles used for student transportation.

- 5.6 No special equipment will be added by the Contractor to any bus or vehicle, with the cost of such equipment charged to the District, without prior approval from the District.
- 5.7 The manufacturer's rated capacity for each bus or vehicle will not be exceeded at any time for any reason.
- 5.8 For the duration of the Contract, any bus, vehicle, or other equipment found to be in noncompliance with any federal or state statute or regulation will be immediately repaired to comply or replaced at Contractor's expense without disruption in service to the District.
- 5.9 The Contractor will be responsible for the proper licensing of all buses and vehicles normally used to fulfill the Contract, with all buses and vehicles used to fulfill the Contract registered in Henry County, Missouri and applicable taxes and fees paid to the Treasurer of Henry County.
- 5.10 All buses and vehicles used for student transportation will appear clean at all times, with consideration given for periods of undue rain and snow.
- 5.11 The Contractor will provide at Contractor's expense a means of reliable and instant communication (e.g. 2-way radio, cellular phones) between the district and school offices and each bus or vehicle.
- 5.12 The Contractor will provide at Contractor's expense video camera recording systems on each school bus.



Henry County R-I School District
210 North Street * Windsor, MO 65360
(660) 647-3533 * Fax (660) 647-2711
www.henrycountyr1.k12.mo.us

6.0 PERSONNEL

- 6.1 The Contractor will have employed at all times a Local Manager, or Lead Driver, to oversee all aspects of the local operations of the Contractor in fulfilling the requirements of the Contract with the District. The Local Manager will serve at the pleasure of the District and may not be replaced, terminated, nor diminished in duty by the Contractor without the express permission of the District, with the exception of termination for cause by the Contractor for engaging in or having accessory knowledge of any illegal, fraudulent, or wanton acts affecting the performance of the Contract. The Local Manager will have sufficient knowledge of the District and bus routes to ensure the safe and efficient operation of transportation services within the District.
- 6.2 The Contractor will be responsible for the recruitment and employment of competent drivers, subject to District approval.
- 6.3 The Contractor will ensure that all drivers have met the statutory and regulatory requirements for operating a school bus in the State of Missouri.
- 6.4 The Contractor will not enter into any individual or collective employment agreements or contracts with its personnel which would have the effect of creating mandated financial or legal obligations for the District.
- 6.5 The Contractor will provide all required inservice and training for bus drivers. Such training will be undertaken with the intent of providing the minimum requirement for such training. The Contractor will respond in a timely manner to reasonable requests by the bus drivers or Local Manager and provide competent inservice and training for such topical requests.



Henry County R-I School District
210 North Street * Windsor, MO 65360
(660) 647-3533 * Fax (660) 647-2711
www.henrycountyr1.k12.mo.us

- 6.6 The Contractor will be responsible for payment and/or payroll withholdings for all employees of all required payroll obligations including, but not limited to: worker compensation insurance, unemployment insurance, social security (FICA) taxes, and all applicable federal and state income taxes.
- 6.7 The District retains the right to have the Contractor remove from service to the District any employee whose personal habits and conduct are detrimental to the best interests of the District or the students being transported.
- 6.8 The Contractor will ensure that all drivers conduct a pre-trip and a post-trip inspection of the bus or vehicle they are driving, and that any and all serious safety defects are corrected before the bus or vehicle is used to transport students.
- 6.9 The District reserves the right, with reasonable cause, to require any employee of the Contractor to undergo, without cost to the District, any text or examination deemed necessary to determine the employee's fitness or competence to perform his/her duties under the terms of the Contract.
- 6.10 The District reserves the right to place additional personnel in any bus or vehicle, at District expense, to ensure safety and order in the bus or vehicle and/or meet the requirements under the IDEA of transporting students.

7.0 MISCELLANEOUS

- 7.1 All actions by the Contractor and its employees will be executed in a manner that ensures maximum safety for the students being transported.
- 7.2 Drivers and/or aides are primarily responsible for maintaining order and safety in the buses and vehicles and the application of necessary and reasonable disciplinary



Henry County R-I School District
210 North Street * Windsor, MO 65360
(660) 647-3533 * Fax (660) 647-2711
www.henrycountyr1.k12.mo.us

measures. All disciplinary measures will comply with the adopted policies of the District regarding student conduct.

- 7.3 All situations on unusual and/or improper student behavior will be reported by the driver to the Local Manager who will then confer with the affected school principal in working out an acceptable resolution to the problem.
- 7.4 It's desirable that all student conduct issues be resolved at the lowest level possible. Drivers and the Local Manager are encouraged to enlist the help of students' parents in resolving minor behavior issues. However, the affected school principal and/or superintendent will be notified of all severe or chronic student/parent conduct issues. No student will be denied his/her privilege of riding a bus without prior knowledge by the student's principal or the superintendent, unless such removal is conducted to protect the physical well-being or property of other students and/or employees of the Contractor or District.
- 7.5 The Local Manager will cooperate in all decisions regarding school closing, early dismissal, or changes in activity trips due to inclement weather, road conditions and/or all other conditions that might contribute to such decisions. The Local Manager will assess road and weather conditions by actual driving of selected routes, or conferring with drivers, road maintenance personnel and/or law enforcement personnel with knowledge of road conditions in affected areas. The Local Manager will be accessible to the Superintendent or administrator-in-charge via telephone twenty-four(24) hours a day, seven(7) days a week for the purpose of conferring on school closings, late start and early dismissal, or changes in activity trips.
- 7.6 All accidents or unusual situations involving buses and vehicles or employees of the



Henry County R-I School District
210 North Street * Windsor, MO 65360
(660) 647-3533 * Fax (660) 647-2711
www.henrycountyr1.k12.mo.us

Contractor will be reported to the Superintendent as soon as possible after the incident has occurred.

- 7.7 The Contractor will make every effort to impact the local economy within the school district. Recruitment and hiring practices should target first the local labor supply. Products and services required by the Contractor should be solicited from local vendors and service providers willing to meet or better prices for comparable products and services.