

URBANDALE Community School District

Request for Proposal

Contracted Pupil
Transportation Equipment and Services
December 2024



Table of Contents

Section #	
1.	Pupil Transportation Services as Specified in the Request for Proposals
2.	Definitions
3.	Statement of Purpose
4.	Contract Term and Extensions
5.	Contact Person
6.	Award
7.	Termination or Suspension of Contract
8.	Disclaimers
9.	Indemnification
10.	Collusive Proposal
11.	Payment Terms
12.	Amendments
13.	Proprietary Information
14.	Evaluation of Proposals
15.	Administration of the Contract
16.	Instructions to Contractors
17.	Qualifications of Contractors
18.	Required Proposal Documents
19.	Proposal Bond
20.	Performance Bond
21.	Personnel
22.	Drivers
23.	Mechanics
24.	Supervisory and Managerial Personnel
25.	Days of Service
26.	Vehicles and Equipment
27.	Vehicle Maintenance and Required Inspections
28.	Physical Plant/Home Base
29.	Fuel
30.	Insurance
31.	Permits and Licenses
32.	Routing
33.	Independent Contractor and Indemnification
34.	Safety and Training
35.	Accidents
36.	Drug and Alcohol Testing Program
37.	Transfer of Contract
38.	Equal Opportunity Policy
39.	Student/Passenger Behavior
40.	Reporting Requirements
41.	Project Description
42.	Other Requirements

Appendix A - Experience

Appendix B - Management

Appendix C - Finances

Appendix D - Personnel

Appendix E - Safety Program

Appendix F - Training Program

Appendix G - Maintenance Program

Appendix H - Equipment and Action Plan

Appendix I - General Information Questionnaire

Appendix J- Pricing Proposal

Appendix K- 2025-2026 District Calendars (Dist-1, KA-2)

Appendix L - Liquidated Damages Schedule

Appendix M - Summary of 18-19 Transportation Program
Appendix N- Two-Tier Bus Routes & Riders-(2023-24)

Urbandale Community School District

REQUEST FOR PROPOSAL

FOR

CONTRACTED PUPIL TRANSPORTATION EQUIPMENT & SERVICES

The Urbandale Community School District, of Polk County, Iowa, (hereinafter referred to as the “District”) request written, sealed proposals from qualified contractors for:

1. Pupil Transportation Services as Specified in the Request for Proposals

- 1.1. Each Proposal submitted must contain a completed cost proposal form, the required documents, the prescribed amount of Proposal security in an acceptable form, and the required insurance certificates as noted in the proposal specifications. The Cost Proposal shall be submitted on the form included in this package. Proposal forms and other components of this Proposal request may be obtained from Urbandale’s District’s Administrative Offices during regular business hours, Monday through Friday 8:00 a.m. to 4:30 p.m. Written proposals shall be received in the Urbandale School District’s Central Administrative Office at:

**Urbandale Community School District
11152 Aurora Avenue
Urbandale, Iowa 50322-7903**

- 1.2. **Any proposal not received before 4:00 pm (CST), according to the clock in the District Office Board Room, on December 20, 2024, at the above location will not be considered.** Proposals received after this time will be returned unopened to the contractor. Faxed, emailed or other electronic proposals will not be accepted.
- 1.3. Any entity desiring to submit a Proposal **is highly encouraged to attend the Pre-Proposal meeting** to be held at 3:30 pm (CST) on December 6, 2024 at 11152 Aurora Avenue, Urbandale, Iowa 50322. The District will be available to answer questions at this meeting. All proposals must be contained in a sealed opaque envelope endorsed on the outside with the following information:

PROPOSAL FOR PUPIL TRANSPORTATION EQUIPMENT and SERVICES

Name and address of the contractor

Date and time due

- 1.4. The District reserves the right to reject any and all proposals, or to waive any informalities, irregularities or technicalities in any proposal, should it be deemed to be in the best interest of the Urbandale Community School Districts to do so. A Contract for pupil transportation equipment and services will be awarded, if at all, to the responsible Contractor whose proposal the District determines, in its sole and exclusive discretion, best meets the needs of the District consistent with these specifications. **The terms and provisions of this RFP shall be made part of the Contract.**

2. DEFINITIONS:

- 2.1. Board of Education or Board of Directors: The Board of Directors of the Urbandale Community School District, respectively.
- 2.2. Superintendent: Superintendent of the Urbandale Community School District, respectively.
- 2.3. Director of Business Services: Director of Business Services of the Urbandale Community School District.
- 2.4. District: Urbandale Community School District.
- 2.5. Contractor: The proposal to whom the award is made.
- 2.6. Specifications: The direction and requirements of the detailed technical specification requirements as may be provided, pertaining to the manner of performing the work or the quantity and quality of work to be furnished.
- 2.7. Proposal: The written offer or copy thereof by a proposer to perform the work described within the specifications, when made out and submitted on the prescribed proposal form properly signed and guaranteed.
- 2.8. Proposer: Entity who submits a proposal in response to this Request for Proposal for Transportation Services.
- 2.9. Contract: The written agreement between Contractor and the District covering the performance of the work as described within this RFP specifications, including all supplemental agreements thereto and all general and special provisions pertaining to the work.
- 2.10. Two-Tier Route: Meaning each bus will run two AM and two PM routes (one for elementary schools and one for secondary schools (middle school/high school)).

3. STATEMENT OF PURPOSE

- 3.1. The Urbandale Community School District has released this Request for Proposal. The Contractor will be required to comply with the District policies and operating procedures. The Contractor will be provided with a designated liaison from the District. The District will issue its own Contract to the Contractor.
- 3.2. The essence of any student transportation contract is that the students be transported to and from school and other activities and events safely, regularly, promptly, and without interruption or incident. The Contractor, and its staff, as well as the District and its staff, shall develop and maintain a positive and cooperative working relationship which places the student's best interests above other considerations.

- 3.3. The primary obligation of the Contractor is to design and operate a system of equipment, services, and communication which assures the District of continuous, reliable, high-quality, and timely performance for the duration of the contract. The District will, in turn, obligate itself to work with the Contractor in good faith so as to develop and maintain a safe and efficient transportation program within the terms and conditions of the Contract.

4. CONTRACT TERM AND EXTENSIONS:

- 4.1. The initial term of the contract shall be for three (3) years, beginning on July 1, 2025 through the end of the Fiscal Year (June 30, 2028), school year 2027-2028. The Contract may be terminated prior to the expiration of the then-current term as stated in Section 7 herein. The contract may be extended upon mutual agreement for one (1) additional one-to-three (1-3) year term.
- 4.2. Notification of intent to extend the Contract, by either party, must be given in writing by February 1, 2028. Parties may then extend the Contract if an agreement can be made between both parties.

5. CONTACT PERSON:

- 5.1. All questions concerning the Request For Proposal shall be in writing and addressed to:

Steve Richman, Director of Business Services
C/O: Urbandale Community School District
11152 Aurora Avenue
Urbandale, Iowa 50322
E-mail: richmans@urbandaleschools.com

6. AWARD:

- 6.1. A contract may be awarded by the Board of Directors on or about February 27, 2025. The Board may delay the awarding of the contracts at their sole discretion.
- 6.2. No proposal may be withdrawn for a period of ninety (90) days after opening.
- 6.3. The Contract shall be awarded to that proposer who, in the Districts' sole and exclusive discretion, provides that proposal which is in the best interests of the District. The District shall make that determination after analysis and evaluation of the information provided by proposer. However, the District reserves the right to reject any and all proposals and re-RFP the services.

7. TERMINATION OR SUSPENSION OF CONTRACT:

- 7.1. If the Contractor at any time fails to comply with and fully perform any terms, conditions or covenants contained herein to be performed by the Contractor, the District shall give prompt notice in writing to the Contractor of such failure and in the event the Contractor does not remedy such failure within thirty (30) days from the receipt of such notice (unless such failure is caused by an event of Force Majeure), then at the option of the District, the Contract may be terminated immediately by delivery to the Contractor of written notice of such election to terminate. The Contractor shall remain liable for any costs to the District directly resulting from the Contractor's failure.

However, in the event that the Contractor's failure to perform any such covenant jeopardizes the safety or welfare of the students or the District, immediate action will be taken by the Contractor to remedy the misconduct following notice from the District. If the Contractor fails to remedy the said situation immediately, the District may at its option terminate this Contract immediately upon notice to the Contractor.

- 7.2. The Contract may be terminated by the District or Contractor at any time, for convenience and without cause, upon ninety (90) days written notice in conformity with Iowa Code Section 285.5. If the Contractor terminates the Contract for convenience upon 90 days' notice, the Districts may recover from the performance bond, or from the Contractor, the sum of \$5,000.00 per day as liquidated damages for a period of 90 days or until the District obtains other transportation services on terms as favorable to the District as the terms of this agreement, whichever first occurs.
- 7.3. During any termination notice period in Section 7.1 and 7.2, the District reserves the right, without waiver of other rights against the Contractor and its surety, to arrange for the transportation of students itself, or to enter into a contract with another person, firm or corporation, or to do any other act or thing necessary to assure continuity of transportation operations. If the Contractor is unwilling or unable to provide the necessary services, the Districts shall have the emergency authority to take possession of and use the buses and other physical assets, and directly employ the drivers and bus aides of the Contractor until such time as alternate transportation arrangements can be made by the Districts.
- 7.4. Should Contractor terminate the Contract, and should the District's Board of Directors desire to purchase the equipment used hereunder, Contractor shall sell to District the equipment at a price to be determined by an appraisal board composed of one person appointed by District's Board of Directors, one person appointed by Contractor, and a third person selected by the District and Contractor, all as required by Iowa Code Section 285.5.

8. DISCLAIMERS:

- 8.1. The District reserves the right to withdraw this Request for Proposal at any time and for any reason, and to issue such clarifications, modifications, and/or amendments as it may deem appropriate. Receipt of Proposal materials by the District or submission of a Proposal to the District confers no right upon the agent nor obligates the District in any manner. The District reserves the right to waive minor irregularities in this proposal, provided that such actions are in the best interest of the District. Any such waiver shall not modify any remaining Request for Proposals requirements or excuse the Contractor from full compliance with the Request for Proposal's specifications and other contract requirements if the Contractor is awarded the contract.

9. INDEMNIFICATION:

- 9.1. Contractor agrees to indemnify and hold harmless the District from any and all claims, demands and causes of action of every kind, nature and description as a result of injury to or death of persons or damages to property caused by or resulting in any manner from the acts or omissions of the Contractor, its agents or employees, performing or failing to perform any of the services, duties, or operations to be performed by the Contractor under the Agreement.

- 9.2. Contractor shall also indemnify and hold the District harmless against all claims, demands or causes of action as a result of injury to the Contractor's employees while in the course and scope of their employment under this Agreement, and to purchase compensation insurance in order to insure the risk assumed pursuant to this Section.

10. COLLUSIVE PROPOSAL:

- 10.1. The Proposer certifies that its Proposal is made without any previous understanding, agreement or connection with any person, firm, or corporation making a Proposal for the same services, and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

11. PAYMENT TERMS:

- 11.1. The Contractor shall submit an invoice to the Districts no later than the fifth day of the month following the month in which services have been provided. The invoice shall be based upon the actual number of days of service within that calendar month. The District shall submit the invoice to their Board of Directors for approval at its next regularly scheduled meeting. Payment shall be made to the Contractor within thirty (30) days following the regular meeting of the Board of Directors. Invoices for payment should be sent to:

Urbandale Community School District
11152 Aurora Avenue
Urbandale, IA 50322

- 11.2. The District expects the Contractor to provide service to the District using accepted industry practices and standards of service which meet or exceed those defined in this RFP. When deficiencies occur, the Board of Directors (District) and Contractor agree that schedule Appendix L of liquidated damages may, at the Districts' discretion, be imposed upon the Contractor as a remedy for inconveniences. The Contractor will be notified in writing of such deficiencies by the Director of Business Services or Superintendent. Notification shall identify the type of infraction along with information that clearly details the date, time, location, route number, school, driver (if known) and vehicle number. Payment for damages will be deducted from the Contractor's next invoice. In the event that there are unknown or extenuating circumstances, the Contractor shall have the right of appeal. Appeals are to be made in writing within ten (10) school days and addressed to the Director of Business Services. In the event that the Contractor and Director of Business Services cannot reach agreement on an appeal a final determination will be made by the Superintendent.

12. AMENDMENTS:

- 12.1. This Contract entered into by the District and the Contractor will contain the entire understanding between the parties and cannot be changed or terminated orally but only by an agreement in writing signed by both parties.

13. PROPRIETARY INFORMATION:

- 13.1. All proposals, once submitted to the District, are considered public records and will be in the public domain and subject to disclosure in accordance with Iowa law.

- 13.2. Proprietary information in any Proposal must be identified in order for it to be reasonably protected from public disclosure to the extent legally permissible.

14. EVALUATION OF PROPOSALS:

- 14.1. A Contract shall be awarded on the basis of the best Proposal, in the sole and exclusive discretion of the Board of Education, taking into consideration the following factors to the extent relevant to the Proposal:
- Price
 - Firm experience (in Iowa preferred)
 - Management capability
 - Financial condition and strength
 - Hiring practices
 - Safety program and history
 - Training program
 - Equipment/fleet
 - Maintenance program
 - Proposal and Questionnaire Response
- 14.2. If the Services Pricing Proposal of the apparent successful Proposer is within an acceptable range, the District may either enter into a Contract with the Contractor whose Proposal it deems best at the prices set forth in its Services Pricing Proposal, or enter into negotiations with that same Contractor, at the District's option. If the parties are unable to reach an agreement, the Districts may select or negotiate with another Proposer.
- 14.3. If the Services Pricing Proposal of the apparent successful Proposer is not within an acceptable range, or if the District is unable to negotiate to its satisfaction, the District, at its option, may then enter into a contract or negotiations with the Proposer receiving the second highest ranking in the evaluation.

15. ADMINISTRATION OF THE CONTRACT:

- 15.1. The Director of Business Services of the District will administer the Contract and will coordinate the following functions.
- Monitoring and Compliance
 - Regular and unscheduled inspections
 - Complaints brought to management's attention
 - Reports, monthly summary of all activity and shall include: Public Welfare and Safety
Corrective Action
 - State reporting in collaboration with District
 - Submit invoices to the Board of Education for each respective District for approval and make payment pursuant to the Board of Education's direction

15.2. **RFP SCHEDULE:** This schedule is subject to change at the discretion of the District.
November 27, 2024: *Request for Proposals available for distribution and/or review by prospective Proposers*

December 6, 2024: *Proposer/Contractor Pre-Bid Meeting*
3:30 PM (CST) 11152 Aurora Avenue, Urbandale, Iowa 50322

The Pre-Bid Meeting is a scheduled opportunity for interested contractors who are preparing RFPs to visit the District to ask questions and obtain additional information and background perspective, which will be very important to submitting an accurate RFP. **The District highly recommends each prospective Proposer attend the Pre-Bid meeting.**

December 20, 2024 before 4:00 pm (CST), according to the clock in the District Office Board Room: *Deadline for submission of Proposals*

January 6 - January 20, 2025: *Internal Review of Proposals*

Possible interview of Selected Finalists January 20-February 10th. Dates to be determined.

February 10, 2025: *First possible date for Board presentation on RFP for transportation services.* Date subject to change with notification to Proposers.

February 24, 2025: *First possible date for Board action on RFP for transportation services.* Date subject to change with notification to Proposers.

16. INSTRUCTIONS TO CONTRACTORS:

16.1. All Proposals must be submitted in triplicate, (1 marked original and 2 copy) before December 20, 2024, at 4:00 PM (CST), according to the clock in the District Office Board Room, on the forms contained within the Proposal package.

16.2. All supplemental information required by the RFP specifications shall be attached to the response. Omission of such information may result in rejection of the Proposal.

16.3. Proposals shall be mailed* or delivered to:

Steve Richman, Director of Business Services
C/O: Urbandale Community School District
11152 Aurora Avenue
Urbandale, Iowa 50322

*It is the responsibility of the Proposer to ensure the RFP is delivered to the right location and within the right timeline.

16.4. The Board of Education reserves the right to reject any and all Proposals, or to waive any informalities or technicalities in the proposal, should it be deemed to be in the best interest of the Urbandale Community School District.

16.5. All Proposals submitted must remain valid for a minimum period of 90 (ninety) days after the date set for the opening of proposals.

- 16.6. Any explanation or statement which the Contractor wishes to have considered by the District must be written on a separate sheet of paper and placed in the same envelope with the Proposal. Unless the Contractor so indicates it is understood that the Proposal is in strict accordance with the specification requirements.
- 16.7. Contractors must satisfy themselves, upon examination of the specifications, as to the scope of the work. After the submission of the Proposal no complaint or claim of misunderstanding will be entertained from either party.
- 16.8. Contractors shall not include taxes, which school districts are not subject to, in their Proposal.
- 16.9. All Proposals shall be deemed final, conclusive and irrevocable and no Proposal shall be subject to correction or amendment for any error or miscalculation.
- 16.10. The Contractor shall at all times observe and comply with all laws, ordinances, regulations and codes of the Federal, State, County or other local agency and District policies, regulations, and procedures which pertain to the delivery of pupil transportation equipment and/or services.
- 16.11. While this document describes the current range of equipment and services provided to the District, contractors are encouraged to propose alternate systems or improve upon the specification in any way that they believe will benefit the District. Bell times that are currently in place in the District must be used in the Proposal. Each Proposal will include costs for a three (3) year contract and for one (1) possible additional three (3) year term and be in a comparable format. Any information relative to interpretation of the specification shall be requested of the District, in writing, in ample time before opening of Proposals. Any interpretation made to prospective Contractors will be expressed in the form of an addendum to the specifications which, if issued, will be sent to all prospective Contractors. Oral answers will not be considered by the District.
- 16.12. The District will utilize the Contractor's route planning program. The Contractor will be responsible for facilitating access to the route planning program. Any additional licensing costs shall be specifically identified in the Contractor's Cost Proposal, if any.

17. QUALIFICATIONS OF CONTRACTORS:

- 17.1. Each Contractor is required to submit as part of their Proposal a statement outlining their qualifications to perform the work under consideration. The purpose of the summary is to provide a description of the offerings available to meet the requirements of the Request for Proposal.
- 17.2. The District reserves the right to investigate all references and qualification statements made by the Contractor and may reject any Proposal where the Contractor's qualifications are below those deemed as necessary to perform the work in a safe and efficient manner.
- 17.3. Proposals will be limited to companies with at least five (5) years of experience (in Iowa preferred), providing pupil transportation for school districts with at least fifteen (15) school buses or more.

18. REQUIRED PROPOSAL DOCUMENTS:

- 18.1. Contractors are to provide the following documents and information with their response.
- 18.2. Completed Services Pricing Proposal, using Appendix J and based on Current District's Service, Activity charges and contracted routes.
- 18.3. Proposal security
- 18.4. Workers compensation certificate
- 18.5. Evidence of insurability
- 18.6. Fleet summary with vehicle replacement schedule for the duration of the Contract.
- 18.7. Audited financial statements for the past three (3) years prepared by an independent certified public accountant.
- 18.8. Three (3) copies of reference listings from school districts of comparable size in which the Contractor has provided similar services. The addresses, telephone number and the name of an appropriate administrator who will have knowledge of the transportation program are required for each reference.
- 18.9. Staff resumes for management personnel only assigned to the Contract, up to and including the President, shall be included with the Proposer's response. Resumes shall include an outline of experience, training, and qualifications of each individual on said staff. In the event that the Contract staff has not been identified, the Contractor will include the qualifications necessary to fill the position.

- 18.10. A definition of the Safety Program that the operator will maintain while under Contract with the Urbandale Community School District and how it would be measured.
(Appendix E)
- 18.11. The qualifications for school bus operators including a listing of background checks and screening processes conducted by the Contractor prior to hire and again every five years as required by law. Further, the Contractor shall identify ongoing programs which continue to monitor the driving staff for compliance with minimum employment qualifications set forth in the service Contract. (Appendix D)
- 18.12. An outline and description of the Training Program for drivers and bus assistants. (Appendix F) This outline shall identify both pre-service and in-service training requirements to provide transportation for both regular and special education students. In addition, the Contractor shall indicate the frequency of its in- service programs.
- 18.13. Plans for recruitment of drivers, driver incentive programs, and a complete competitive wage and benefit package for the drivers. (Add to Appendix D)
- 18.14. An Action Plan will be included with the proposal describing steps anticipated to establish the service. The plan should contain sufficient detail to assure the District that the successful Contractor can secure the needed land, facilities, storage, parking, shop, equipment, personnel and licensures to begin services on the first date of the contract. (Appendix H)
- 18.15. Completed Appendixes A-J, including the general information questionnaire. (Appendix I)
- 18.16. Completed Pricing Proposal for three-year Agreement and Additional Optional 3 years.
(Appendix J)

19. PROPOSAL BOND:

- 19.1. Responses to this RFP shall include a surety bond in the amount of ten percent (10%) of the annual contract value. Bonds will be held for ninety (90) days or until execution of the Contract. Bonds of non-selected Proposers will be returned within 14 days of Board action on the Contract award to the selected Proposer.
- 19.2. In the event that a Contractor is awarded the Contract but fails to execute the Contract within ten (10) working days from the date of notification of award, the Board of Education will declare the Contract null and void and Contractor will forfeit its surety bond.

20. PERFORMANCE BOND:

- 20.1. A performance bond equal to 5% of the annual contract is required from the successful Contractor. The bond will be written in a form acceptable to the District and underwritten by a bonding company approved to conduct business in the state of Iowa.

21. PERSONNEL:

- 21.1. Contractor shall furnish qualified licensed operators as are necessary for the safe and efficient operation of the buses used in providing service, and shall furnish all other personnel necessary for the continued operation, supervision of service of the routes, including but not limited to supervising, scheduling, purchasing, dispatching, checking, cleaning, accounting,

legal, clerical, administrative and management personnel. The Contractor further agrees to cooperate with the District in providing training for operators and other personnel to ensure safe and efficient operating standards and will not make changes to personnel without prior written notice to the District.

- 21.2. It is specifically agreed and understood that all personnel furnished by the Contractor in connection with the performance of the service under this Contract shall be and remain during the term of this Contract the employee of the Contractor and not the employee of the District. Contractor shall pay all wages, salaries, fringe benefits, social security taxes, unemployment compensation contributions, and all other remuneration of said employees. It is specifically agreed and understood that the Contractor operating the service shall be an independent contractor as that term is construed under the applicable laws, rules, regulations and decisions of the courts of the State of Iowa. Contractor further agrees to abide by all federal, state and local laws and District policies, regulations and procedures.
- 21.3. Contractor agrees to furnish evidence to the District that all personnel employed in the operation of the service meet the requirements of all authorities charged with regulation of transportation facilities and equipment including but not limited to, physical and mental capacity to discharge the duties assigned. In addition, Contractor agrees to perform criminal and traffic background checks as required by law on each employee in the operation of service prior to hire and every five (5) years thereafter, as well as provide evidence that no employee in the operation of Service is listed in the Child Abuse Registry, Dependent Abuse Registry or Sex Offender Registry. Upon employment and during annual review or upon request by District the Contractor shall provide records of operator experience and performance.

22. DRIVERS:

- 22.1. The Contractor shall employ, train and assign to the Contract a sufficient number of licensed school bus drivers and driver substitutes to meet all of the service needs of the Contract. "Doubling-up" routes or using management staff in driving positions is prohibited other than in the event of unusual circumstances or emergency. Contractor will supply a list of drivers and a copy of their completed background check one week prior to the start of school to the District. Changes to personnel must be communicated to the District within 1 week of hire date. Copy of completed background check will be forwarded to District before new hire begins driving.
- 22.2. Each driver shall be at least twenty-one (21) years old and must obtain and maintain, at a minimum, a Class B Commercial Driver's License (CDL) with a passenger endorsement, air-brake endorsement, and the "s" designation. In addition, each driver shall continue to meet all Iowa Department of Education regulations including a valid current Iowa School Bus Driver's Permit.
- 22.3. For the protection of the children entrusted to the care of the Contractor, all drivers and other persons employed by the Contractor who may come into contact with the student population must be of pleasant and stable personality, and the highest moral character.
- 22.4. The Superintendent or his/her designee, with written cause, may call for the removal from service under the Contract of an employee who in their opinion is no longer fit to provide service under the terms of the Contract. The Contractor, upon written notification by the Superintendent or his/her designee, shall immediately cease to assign said employee to any work, direct or indirect, that relates to this Contract.

- 22.5. The use of tobacco products, vapes, and possession or use of alcohol, controlled substances, illegal drugs, firearms, weapons of any kind by employees of the Contractor are prohibited on school buses and school grounds at all times. This includes being under the influence of alcohol, controlled substances or illegal drugs of any kind.
- 22.6. Each driver must meet or exceed all physical requirements as determined by physical examination, pass a drug-screen test (and submit to subsequent random drug and alcohol screening), and have an acceptable Motor Vehicle Record (MVR) and *no* criminal history record. (MVR) checks must be conducted by Contractor before employment and will be conducted at least every six (6) months thereafter.
- 22.7. Bus Assistants/Monitors must meet the requirements above with the exception of the Motor Vehicle Record.
- 22.8. The Contractor shall provide sufficient standby drivers to meet day-to-day vacancies due to illness, vacation, personal days and unplanned absences. All standby drivers shall be thoroughly familiar with the routes of the District and competent to meet the assigned schedule on any assigned route.
- 22.9. Each driver must obtain, when possible, the registration numbers of all vehicles violating the school bus stop law, Iowa Code Section 321.372, and file information for prosecution with appropriate law enforcement agencies.

23. MECHANICS:

- 23.1. Mechanics assigned to the Contract must be trained and certified for the work they are to perform.
- 23.2. Mechanic staff will receive regular in-service training in school bus maintenance to remain current with the vehicle manufacturer's standards for maintaining buses.
- 23.3. Each mechanic shall obtain and maintain, at a minimum, a Class B Commercial Driver's License (CDL) with a passenger endorsement, air-brake endorsement, and the "s" designation. In addition, each mechanic shall continue to meet all Iowa Department of Education regulations including a valid current Iowa School Bus Driver's Permit.
- 23.4. Mechanic staff must pass standard drug and background screening as required for school bus operators.
- 23.5. As part of this RFP, the Contractor must state their proposed mechanic to bus ratio

24. SUPERVISORY AND MANAGERIAL PERSONNEL:

- 24.1. To insure responsible service for transportation, the Contractor shall employ and maintain local management group qualified to perform assigned duties. Identify the management group and assigned duties in Appendix B. Maintenance program requirements shall be directed by a person experienced in the school bus mechanical repairs field.
- 24.2. The manager assigned to the Contract must be available to meet with the Director of Business Services, the Superintendent, and/or the Board of Education of the District as needed or requested to discuss the transportation operations and services.
- 24.3. Management staff must pass standard drug and background screening as required for school bus operators under state and federal law.
- 24.4. Management staff shall participate in an ongoing, in-service, training program to remain current with federal and state pupil transportation laws and regulations as well as to improve management skills in personnel management, fleet management, school bus operations or other relevant areas.
- 24.5. The Contractor will use its best efforts to obtain a no-strike clause in any collective bargaining agreement that may be entered in relation to services provided under any Contract issued.
- 24.6. The Contractor must maintain at a minimum a contract manager and a routing dispatcher/clerk located in Urbandale or in a location within a 10-minute drive to Urbandale.
- 24.7. At least once per year, the contract manager will meet with the Director of Business Services and/or Superintendent to present proposed changes for the next school year taking into account new homes, roads, sidewalks and all elements that will impact school bus services.

25. DAYS OF SERVICE:

- 25.1. Transportation shall be provided on each 170 days on which school shall be held. In addition, summer routes may be needed. If summer routes are needed, payment for the services related to summer school activities will be made at the same rate as the daily vehicle rate in the immediately preceding school year. The school calendars for the District for the 2024-2025 school year are attached as Appendix K (District-1 and Karen Acres Year-Round). The school calendars notwithstanding, service shall be provided only on those days on which school is in session. It shall be recognized that inclement weather or other factors may necessitate the closing of school, negating the need for transportation service. Further, transportation service shall be needed on those days classified as makeup, at no additional charge. Payments shall be made only for transportation services actually provided.

26. VEHICLES and EQUIPMENT:

- 26.1. The Contractor shall provide such buses, automobiles, trucks and other vehicles necessary for day-to-day operation, supervision and maintenance of the service for the District. All vehicles shall be equipped with Contractor owned two-way radios. The Contractor owned base station will be located at the Contractor's terminal.

- 26.2. An automated GPS operation/maintenance recording system for each vehicle and vehicle category shall be in place in order to provide a basis for optimum fleet management. The Contractor will be responsible for maintaining these records. All vehicles must be equipped with live GPS technology in order to identify immediate location during the routes.
- 26.3. Each bus shall be given a safety inspection by a team composed of representatives of the Department of Education and the Iowa State Highway Patrol prior to the start of school and Mid-Year of each year. The result of the inspection shall be provided to the District.
- 26.4. Substitute or spare vehicles will be kept in reserve to accommodate planned vehicle maintenance and vehicle breakdowns. Spares will equal not less than ten percent (10%) of the active fleet and one handicap bus and meet the same standards as the route buses. In addition, spare buses must be dedicated to the Urbandale Community School District alone and be garaged with the respective active route fleet.
- 26.5. All pupil transportation vehicles shall be kept in a safe, clean and sanitary condition and open for examination at all times by the District, the Director of Business Services, or the Superintendent or their designee.
- 26.6. Appendix H calls for a listing of vehicles which shall be used by the Contractor in the performance of services. Maximum age of the fleet shall not exceed 10 years with an overall average of 8 years or less for route and spare buses. Each Proposer needs to explain their retention cycle on bid form. In addition, the Contractor shall ensure the District fleet has a minimum of three (3) buses that have the legal capacity to carry up to 84 students to ensure meeting the needs of larger routes and activities.
- 26.7. A complete fleet listing shall be provided by the Contractor each year of the Contract by August 1st. This listing shall indicate active route buses and substitute vehicles. It is expected that the list will be submitted electronically and include data fields that are mutually agreeable to the District and Contractor. It is also expected that this information will be available in the Contractor's route planning software as required in Section 16.12.
- 26.8. Vehicles provided by the Contractor shall meet all federal and state school bus requirements for the term of the Contract. Vehicle upgrades mandated by law, for the life of the Contract, will remain the responsibility of the Contractor. Any cost for such upgrades will be the responsibility of the Contractor.
- 26.9. Digital Video Cameras
The Contractor shall supply two digital video cameras per bus located at the front and rear to record student behavior to be used based upon needs and Districts' policy. All costs for the purchase, installation, maintenance and replacement of the video camera equipment along with film and viewing equipment shall be paid by the Contractor and shall not be included in daily bus rate. Any equipment that comes up missing or is damaged will be the responsibility of the Contractor to replace or repair.
- 26.10. Film/Video Storage
The Contractor shall label and store digital records for a period of the school year plus ninety (90) school days after school ends. Video which records student behavior on the bus shall be treated as confidential and may only be viewed by the Contractor's site manager or his/her designee, or the Superintendent of schools or his/her designee and others as determined by the District. The District will have full access to these recordings including the right to retain a copy.

- 26.11. GPS/Bus Tracker – The Contractor shall provide real-time visibility of the location of all of the buses in relation to assigned bus stops to be tracked as an automated system for the District families. The District must have access to the GPS/bus tracker system at all times. All costs for the purchase , installation, maintenance, and replacement of the GPS/tracker system shall be paid by the Contractor.
- 26.12. Child Sleeper Check System – All buses must be equipped with an electronic child sleeper check system to ensure each bus is checked at the end of each route, drop-off at school and home, AM and PM.
- 26.13. The Contractor shall maintain its buses under this agreement in good operating condition and in condition to meet or exceed the State of Iowa inspection standards, and the Contractor will be responsible for the costs of bringing those buses into such condition. The Contractor will also be responsible for all other repairs and maintenance on all vehicles during the life of the Contract at its sole cost.

27. VEHICLE MAINTENANCE and REQUIRED INSPECTIONS:

- 27.1. The Contractor shall implement a comprehensive maintenance program for the school bus fleet to provide safe and efficient service to the District and the District's community.
- 27.2. The Contractor will provide the Director of Business Services with copies of all school bus inspections performed by the Department of Education. A written explanation will be given to the Director of Business Services by the Contractor for any vehicle that fails this inspection. In addition, the Contractor will outline corrective steps to be taken to avoid or reduce the likelihood of such vehicle inspection failures in the future.
- 27.3. Contractor shall operate the buses and related equipment and service in compliance with all lawful orders, rules, regulations and laws of properly constituted authorities governing the operations, and in a manner reasonably suitable for furnishing service, including but not limited to, enforcement of all state statutes, municipal ordinances, and District policies prohibiting smoking on buses.
- 27.4. The Contractor shall provide all oil, lubricants, supplies and accessories necessary for the operation of the vehicles and shall undertake the repair and maintenance to keep them in good and sound operating condition. Maintenance shall be in compliance with all lawful orders, rules, regulations, and laws of properly constituted authorities governing the operations, and in a manner suitable for the furnishing of service, including but not limited to, maintenance as stipulated in the manufacturer's guide for warranty period and beyond for the term of the Contract. The Contractor shall further provide inspection and cleaning of all vehicles necessary and suitable for the maintenance, comfort, convenience, and safety of passenger, including repair or replacement of damage to seats, handrails, steps and all other portions of the interior and exterior of said equipment. Contractor shall further supply storage of all vehicles used in the operations of said system, parts, and supplies required in furnishing service for the District. All costs associated with this maintenance function will be paid by the Contractor.
- 27.5. All Vehicles shall be maintained in good repair and working order, and in a clean and sanitary condition. A thorough preventative maintenance program on all vehicles shall be ongoing at all times and documentation of this program shall be provided to the District or Superintendent upon written request. A copy of all state vehicle inspections shall be forwarded on to the

District.

28. PHYSICAL PLANT/HOME BASE:

- 28.1. The Urbandale Community School District does not have a facility to house, park, store, or repair buses. The Contractor will be responsible for establishing a location from which it will operate and store equipment, and house or park buses at its own expense. The Contractor is fully responsible for every work-related operation, including but not limited to, telephone, internet, utilities, garbage, janitorial services, snow removal, lawn maintenance, equipment, cleaning materials, vehicle maintenance or repairs, etc. The District holds no responsibilities under this section.

29. FUEL:

The Urbandale Community School District will supply all diesel fuel and gasoline needed in the performance of the Contract. Fuel provided by the Urbandale Community School District will be used only for the operations and activities of the Urbandale District. Contractor will provide monitoring information as to fuel use by the transportation fleet of the District separate from other school districts served.

Contractor will maintain an active miles-per-gallon program per vehicle suitable to the District. Coordination of fuel delivery is the responsibility of the Contractor.

30. INSURANCE:

- 30.1. The Contractor shall be required to maintain insurance coverage which is satisfactory to the respective Boards of Education. Minimum limits for said coverage shall be:
- 30.2. Automobile Liability combined single limit for bodily injury and/or property damage shall equal **ten million dollars (\$10,000,000.00)** per occurrence.
- 30.3. Commercial General Liability combined limit for bodily and/or property damage shall equal **ten million dollars (\$10,000,000.00) per occurrence/ \$10,000,000** per aggregate.
- 30.4. Workers Compensation coverage to be statutory and include all employees of the contractor.
- 30.5. Contractual liability coverage.
- 30.6. Catastrophic Umbrella Liability in the amount of \$10,000,000.
- 30.7. Conditions of coverage are to include the following:
- 30.8. All certificates must contain thirty (30) day notice of cancellation to the Board of Education.
- 30.9. All insurance policies and/or bonds will be written with insurance companies licensed to do business in the state of Iowa and subject to the approval of the District.
- 30.10. Auto, General Liability and Umbrella policies should include endorsement naming the Board of Education, District, and employees (same language as item 30.13) as additional insured. Workers Compensation should include a waiver of subrogation naming the same. The additional insured and waiver of subrogation endorsements should be attached to

the policy and a copy of the endorsements provided to the District with the certificate of insurance. The policy shall be primary and noncontributory.

30.11. Commercial General Liability insurance shall include broad form Comprehensive General Liability Endorsement.

30.12. Insurance shall be provided by a company with a current Best's rating of "A+" or better.

30.13. The Contractor shall hold the Board of Education harmless and indemnify the District, the Superintendent, and District's employees from every claim or demand by reason of injury to the Contractor, or to its employees and to third parties and injury to the extent caused by the Contractor or by direct employees of the Contractor.

31. PERMITS AND LICENSES:

31.1. The Contractor shall provide and maintain in effect all licenses, permits or certifications which are or may be required by properly constituted authorities for the performance of the service to the District, and shall pay taxes assessed on vehicles. The Contractor shall procure and maintain all licenses, permits or certificates required on other property owned by it and used in connection with the furnishing of service to the District.

32. ROUTING:

32.1. The Contractor shall be responsible for providing bus routes and bus stops for the school years during the term of the Contract. It is the responsibility of the Contractor to communicate bus route information to each student rider's family. Bus routes will be maintained in the most efficient way possible. New routes will not be added without approval of the Director of Business Services or Superintendent. The Contractor shall review routes for improved efficiency and route reduction strategies.

32.2. The District may request alterations, modifications, or amendments to the bus routes, timing and/or stops in order to meet changing conditions upon reasonable prior notice to Contractor. Rules and regulations for details incidental to the operation of bus routes, bus stops and other attendant matters which may arise shall be mutually agreed upon, if the parties cannot agree on the foregoing, the District's decision will be final.

32.3. The Contractor shall require the drivers to adhere to routes and time schedules as established. Drivers who discover cause for route or time adjustment will report the same to the Contractor, which will take the matter up with the District. The Contractor shall be responsible for notifying parents when a route is running late by 10 minutes or more. The Contractor will be responsible for all routing and changes to routes following the initial start-up, subject to approval of by the District.

32.4. In addition to regular bus routes scheduled hereunder, Contractor shall also provide other student transportation services which are specifically requested by the District. The Contractor acknowledges that such other requested student transportation services must be requested in writing and signed by the District's Superintendent or his/her designee. Nothing in this paragraph shall preclude the District from contracting with any other transportation company or provider for out-of-District transportation needs as they deem fit; this Contract is non-exclusive.

- 32.5. The District shall have the sole responsibility of setting policy pertaining to the transportation for private or parochial schools and shall communicate said policy to the Contractor.
- 32.6. The District shall have the sole responsibility of altering, delaying or canceling bus service during inclement weather. The Contractor shall assist the District in any determination of whether runs should be canceled due to inclement weather. To this end, a specific person shall be designated by the Contractor, who shall remain available to the District for consultation on a daily basis. Contractor agrees to abide by the decision of the District to operate on the assigned schedules and routes.
- 32.7. At dismissal time, buses shall arrive at the District's schools prior to dismissal, and shall depart no less than the time set by the District.
- 32.8. Based upon representation data of the past year, and current year, (see Appendix M) we provide the following estimate for 2025-2026. The Contractor will supply a formula to be used should the District exceed or not exceed these miles in one Contract year. A route reduction cost schedule shall be provided as part of proposal indicating cost to add or subtract routes. The actual miles may or may not follow history. Future needs of the District dictate possible change.
- 32.9. Routes developed by the Contractor are to be completed by August 1st of each year by the Contractor and forwarded to the District for approval. Routes will indicate a route number; all stop locations, estimated number of passengers and start time for the route. The District will cooperate with the Contractor by approving the routes or suggesting needed changes in a reasonable and timely manner.
- 32.10. The District desires to develop efficiency in route performance: The Contractor will be willing to provide a Route Performance Study during the first year. To include, but not limited to:
- o Providing Daily Ridership Report
 - o To Study Number of Routes needed
 - o Providing route documentation to Substitute Drivers
 - o Changing routes based on heavy/light ridership due to seasons
 - o To adjust Bus Inventory to Maximum bus size and fullness of time allowance
- 32.11. The Contractor shall ensure that drivers are familiar with their assigned routes. To facilitate this process, the Contractor shall, prior to the start of school each year, have each regularly assigned route driver accomplish two complete dry runs (practice runs without students) of the driver's assigned route. The Contractor's price proposal should provide for this requirement.

33. INDEPENDENT CONTRACTOR AND INDEMNIFICATION:

- 33.1. The Contractor shall be independent Contractor, and as such, is not and shall not be construed to be an agent or employee of the District. The Contractor further agrees to indemnify, hold harmless, and defend the District from and against any and all liability, expense, loss, or damage, including but not limited to judgment, interest, costs and attorney's fees, which the District may suffer or for which the District may be held liable as a result of claims, suits, causes of action or demands, made by any person or entity, whether related to injury, including death, property damage, or otherwise, in any way arising out of to any extent the negligent or careless acts or any other acts or omissions of Contractor or Contractor's drivers, employees, agents, and independent Contractors, in the performance of services under the Contract.

34. SAFETY and TRAINING:

- 34.1. The Contractor shall be responsible for establishing and maintaining an ongoing comprehensive safety program that addresses all pre-service and in-service training requirements established by federal and state regulations for pupil transportation, including in-service instruction for school bus drivers as required by Iowa Code Section 321.376 and rules established by the Iowa Department of Education.
- 34.2. A complete description of each program is to be submitted with the Contractor's response. Amendments and/or updates should be continuously provided for the duration of the Contract. In addition, the contractor will provide: First Aid and CPR training, as well as monthly safety meetings.
- 34.3. The safety program must include, but is not limited to, the following:
- A. Bus Drivers
- All driver applicants must meet acceptability requirements as indicated in State of Iowa laws.
 - All drivers must participate in both classroom and on the road training programs devoted to safety, proper bus operation, rules and regulations, and first aid.
 - All drivers must participate in a defensive driving course as certified by the National Safety Council.
 - All drivers must be reviewed after thirty (30) days of employment and at least annually thereafter and must annually be given a review course on rules, regulations, safety, and first aid.
 - The Contractor shall investigate the driver's criminal record and Motor Vehicle Record with the State of Iowa prior to hiring. Motor Vehicle Record (MVR) checks shall be conducted at least every six (6) months thereafter.
 - Driver's shall pass a physical examination (including drug screening) prior to hiring and thereafter as required by law.
- B. A safety program for personnel will be conducted each month.

C. Students

- The Contractor must assist and participate with the District in providing safety and/or positive behavioral programs as needed for their students.
- All bus routes, bus stops, operation of vehicles, and driver activities must be conducted with the safety of the students as the prime concern.
- Contractor must provide training to the students of the District on the proper boarding, disembarking, bus riding procedures, and evacuation procedures at least twice per year.
- The bus driver must continually monitor the behavior of all students to ensure that safe bus riding procedures are being followed. If not, the District must be notified immediately.

The Contractor agrees the school administrators may, from time to time, ride a bus or otherwise observe the general operation of the bus service.

- 34.3 After being hired and prior to placement on District routes, drivers will receive an additional one hour block of classroom instruction and orientation in the organization, policies and procedures of the District. The curriculum for this training will be developed in conjunction with the District's Director of Student Services and Equity.
- 34.4 The Contractor shall require all of its employees assigned to transport special education students to undergo at least two hours of classroom instruction by the District's special education department on the needs and care of children with disabilities in conjunction with the District's Director of Special Education.
- 34.5 From time to time the District may specify that individual drivers, for individual reasons, may require additional training prior to resuming transporting District students. The Contractor will assume responsibility for fulfilling this additional training requirement, in conjunction with the District.

35. ACCIDENTS:

- 35.1. For purposes of the RFP, an accident shall be defined as an unplanned event or incident that results in bodily injury, vehicle damage, property damage, or vehicle under Contract coming in contact with any other object.
- 35.2. All accidents are to be verbally reported to the Director of Business Services or Superintendent by the Authorized Company Representative as soon as he/she has knowledge of the accident. All accidents will be documented in writing on state reporting forms and forwarded to the Director of Business Services within twenty-four (24) hours of their occurrence. Contractor will also make reasonable efforts to notify and/or work with the District to notify the parents or guardians of any student aboard a bus at the time of an accident.
- 35.3. The Contractor will maintain a log of all accidents involving the school bus fleet. This log will contain the names of individuals involved in the accident, date, location, accident description, damage amount, police report, injury reports and whether the accident was preventable or not. The Superintendent/or designee will be allowed to review this log, with or without advance notice.

36. DRUG AND ALCOHOL TESTING PROGRAM:

The Contractor shall implement an employee drug and alcohol screening program which complies with all federal and state laws and that meets or exceeds District

policy and procedures for such tests. Drug and alcohol screening shall include pre-employment, reasonable suspicion; post-accident, return to duty and follow up testing, as well as random sample testing for all employees assigned to the Contract and shall comply with federal and state laws.

- 36.1. All costs associated with this ongoing screening process shall be paid by the Contractor.
- 36.2. A copy of the Contractor drug and alcohol screening program shall be included with the submission.

37. TRANSFER OF CONTRACT:

- 37.1. The Contract shall not be transferred or assigned without the prior written consent of the Board of Education of the District.

38. EQUAL OPPORTUNITY POLICY:

- 38.1. The Contractor shall take all necessary steps to ensure that every applicant and employee is treated during hiring and employment without regard to their age, sex, race, creed, marital or parental status, religion, political affiliation, color, disability, national origin, genetic information, ethnic background, sexual orientation, gender identity or any other protected class under state or federal law. The Contractor shall not discriminate against and may provide a preference for veterans of the United States armed forces.
- 38.2. The Contractor shall include in all advertisements for employees a statement that summarizes their nondiscrimination policy.
- 38.3. The Urbandale Community School District is an Equal Opportunity Employer and pursues Affirmative Action Policies; therefore we require that every successful Proposer be nondiscriminatory in their hiring practices.

39. STUDENT/PASSENGER BEHAVIOR:

- 39.1. Student behavior issues shall be documented in writing by the bus driver and/or bus assistant which are forwarded to the appropriate building administrator via the contract manager.
- 39.2. The building administrator shall take appropriate steps to correct the situation and advise the bus driver or contract manager of the final outcome of their actions.
- 39.3. Under no conditions shall the Contractor or his/her staff deny transportation to an eligible rider without a written statement to do so by the District.
- 39.4. Contractor shall ensure good discipline aboard the school bus and enforce the District's disciplinary procedures fairly for all bus riders. Should the bus require an attendant/monitor for purposes of maintaining proper discipline, the Contractor and District must jointly agree to make such provision. The Contractor shall provide the attendant/monitor but the additional costs will be the responsibility of the District.
- 39.5. STUDENTS WITH SPECIAL NEEDS
Drivers assigned to transport disabled, special education, students with medical needs (i.e.

EpiPen) and early intervention program students shall be given special training concerning the techniques of handling such children. If necessary, trained drivers will administer appropriate authorized medication during transport when there is an emergency situation. The District reserves the right to place its own personnel on these vehicles to assist these students for physical, emotional, or disciplinary reasons.

Drivers assigned to transport disabled, special education students who require wheelchairs will be trained by the Contractor with usage of the chairlifts and how to secure the wheelchair. The driver and District employees will work together to ensure safety of the students at all times.

40. REPORTING REQUIREMENTS:

40.1. The Contractor shall provide student and mileage information in order to assist the District in complying with Department of Education regulations. In addition, the Contractor will provide reasonable assistance to the District to assist them in completing and filing necessary reports to governmental regulators.

40.2 The following additional reports must be submitted by the Contractor based on the period identified.

40.2.1 Monthly Student Load Count - This report lists the number of students at each bus stop who rode the bus on a given day. The report shall be taken every week of the month that schools are in session. Results will be tabulated and detailed in a written form acceptable to the District. Forms are to be returned to the Director of Business Services within five (5) business days of the count.

40.2.2 Customer's Incident/Complaint Form - The purpose of this report is to inform the Contractor in writing of an incident or complaint about services or a driver by the District. Customers shall include students, parents, school employees and members of the public. The Contractor shall investigate these reports and provide a written reply within ten (10) school days. All written replies shall state corrective action taken to prevent recurrence of the condition that caused the problem.

40.2.3 Driver's Incident/Complaint Form - The purpose of this form is to inform the District in writing of an incident or complaint about students, to report difficulties at a school site or with a parent, or to record any unusual incident. This form will be forwarded to the District for review and corrective action as necessary. The District will review the complaint and respond in writing to the Contractor within ten (10) business days.

40.2.4 Late Bus Report - District staff may also be present to review the arrival and departure of bus runs to ensure that route times maintained in the routing software/system are consistent with actual route times. In the event that a bus arrival or departure is 10 or more minutes different from the established time, District staff will provide the Contractor with notification of the issue. The Contractor will have two (2) work days to provide a written response detailing the reasons for the time discrepancy and the corrective action that will be taken. This report will also be used to support the requirements of Section 11.2.

41. PROJECT DESCRIPTION:

41.1. Appendix M contains a summary of the Urbandale Community School District's recent or current pupil transportation program. Contractors are to base their cost projections on

duplicating this service within the requirements of the RFP, with consideration to 41.2.

42. OTHER REQUIREMENTS:

- 42.1. The successful Bidder shall, within ten (10) days after notice of selection, enter into the written Contract with District and by this reference made a part hereof.
- 42.2. Contract documents will consist of the proposal notice as advertised, the invitation for proposals, scope of work, the signed and accepted proposal form, the signed and accepted contract, the approved performance bond, proposal conditions, and the insurance certificates.
- 42.3. In the event the Contractor wishes to make changes involving substantial additional expense and time, the District shall be advised in writing. Such changes shall be made only after the District gives written authorization to the Contractor. The District or Contractor may, from time to time, request changes in the scope of service by the Contractor. Such changes, including any increase in the amount of compensation to the Contractor which are mutually agreeable, shall be in written form and incorporated in this Contract following the approval of both parties.
- 42.4. The undersigned has read and fully understands the notice to Proposers, information for Proposers and has carefully researched all requirements of the Proposal along with all other parts of the Proposal package.
- 42.5. All documents as noted in the REQUIRED PROPOSAL DOCUMENTS section are included with the Proposal response.
- 42.6. The Contractor shall respect and comply with all of the District's applicable policies, regulations and procedures.
- 42.7. The Contractor shall respect and comply with Iowa Code Chapter 285, which specifically sets the provisions for a contract for the District and Contractor.

APPENDIX A

EXPERIENCE

The Proposer shall submit the names, addresses and telephone numbers of five (5) total references, with two (2) of the references being from within the State of Iowa (preferred). In addition, the Proposer must include a detailed description of its experience in transporting K-12 students, including physically and/or mentally disabled.

	Name	Address	Telephone	Email
1				
2				
3				
4				
5				

Company

Authorized Company Representative

Date

MANAGEMENT

The Proposer shall describe the management's background and experience in the operations of a transportation system. The name of the on-site manager shall be reported. The Proposer should also present an organizational chart of the local operation including, at a minimum, the title of all management positions (or its full-time equivalence) and a brief description of that position's responsibilities.

Company

Authorized Company Representative

Date

FINANCES

The Proposer shall demonstrate financial ability to carry out the performance of the terms of this RFP and subsequently issued Contract. The Districts do not seek private “financials” such as Income Statement or a Balance Sheet, although such would be acceptable. The source or means of finances for the duration of the Contract should be evidenced by the Proposer. The Proposer shall insure that the evidence is of a nature that allows the District to evaluate the financial ability of the Proposer to meet financial obligations.

Company

Authorized Company Representative

Date

PERSONNEL

The Proposer shall provide a detailed description of its recruiting and hiring processes and selection criteria for bus drivers, including criminal, driver's record, child abuse and sex offender background check process.

Company

Authorized Company Representative

Date

SAFETY PROGRAM

The Proposer shall provide a detailed description of its safety program. Identify the on- site safety coordinator and provide a description of the safety coordinator’s duties.

Company

Authorized Company Representative

Date

TRAINING PROGRAM

The Proposer shall provide a detailed description of its training program for newly selected bus drivers and continuing training for bus drivers.

Company

Authorized Company Representative

Date

MAINTENANCE PROGRAM

The Proposer shall provide a detailed description of its maintenance program for all vehicles used on the District's routes.

Company

Authorized Company Representative

Date

APPENDIX H

EQUIPMENT and ACTION PLAN

The Proposer shall list or attach a schedule of the vehicles (incl. capacity rate) which shall be used to provide the transportation services. It is the intent of this schedule to insure to the District the availability of proper equipment in order to carry out the Contract. The year of manufacture on each bus shall also be recorded. Proposer shall provide evidence of ownership, lease or lease-purchase of the equipment. It shall be understood that said evidence will be under the condition that the Proposer is awarded a Contract. No bus will exceed ten years old.

The Proposer shall create an Action Plan which will describe steps anticipated to establish the service. The plan should contain sufficient detail to assure the District that the successful Contractor can secure the needed land, facilities, storage, parking, shop, equipment, personnel and licensures to begin services on the first date of the contract.

Company

Authorized Company Representative

Date

GENERAL INFORMATION QUESTIONNAIRE

APPENDIX I

COMPANY NAME: _____

NOTE: *Should more space be needed, use questions (in order) and list on a separate attached sheet in lieu of this form.*

1. Address of your company's headquarters? Is it in the local metro area?

2. State how long your company has offered the proposed services to the market. _____

3. State how many school districts you currently service. Nationally, just provide how many school districts you serve currently and during the past six years. For Iowa, provide a list of all the school districts you are currently servicing or have previously served in the last eight (8) years. For Iowa only: list the size, address, phone number and contact person for each school district listed.

Nationally: only number served: # _____ Iowa: number served plus all contact info: _____

4. Describe the buses you propose to use. If you plan to use fewer buses, or smaller buses, please describe the basis for this decision:

5. State your vehicle replacement policy:

6. Describe how you plan to store and maintain the school bus fleet? Be sure to list various options.

7. What training do you propose to provide your personnel?

8. What commitments will your company make to the District for accommodating necessary changes in routing and scheduling throughout the school year?

9. What commitments will your company make to the District for accommodating requested field trips and transportation for athletic events?

10. Please describe how your company would conduct the public relations activity required, including notification to parents and students of routes, schedules, bus stops and any subsequent changes.

11. Does your company have insurance coverage in amounts specified in the RFP?

Yes _____ No _____

Does your company understand that it, and not the District, retain all liability associated with providing these proposed services and is indemnifying the District, its board members, officers, employees, and agents against the same due to acts or omissions by the Contractor?

Yes _____ No _____

If NO to either question, explain. _____

12. Please describe what controls your company has in place to ensure a high quality of uninterrupted services provided to the District.

13. Have you, or do you, plan to designate a current employee to serve as on-site manager for your operations at the Urbandale Community Schools? Yes _____ No _____

If YES, and you have not included his/her resume in the bid package, please explain why not.

If NO, please list the minimum criteria for qualifications and experience that such an on-site manager would possess.

14. Please list the minimum criteria for qualifications and experience that the drivers you will use at the Urbandale Community Schools would possess. Please attach all employment policies including those related to drug testing and pupil safety programs.

15. Have you included in your bid a copy of your latest audited financial statements? Yes _____ No _____

If NO, please explain.

16. Please add any additional comments that may assist in the evaluation of your Proposal.

Company

Authorized Company Representative

Date

APPENDIX J

PRICING PROPOSAL for each of the initial three years (2025-2028)

NOTE: You may use a different document (other than this page) if you already have a schedule with all of the required information.

Pricing Proposal

AM/PM 2-Tier Regular Education Routes: Based on 179 Days and up to 4 hours per day	# Of Routes	Costs per Bus	Total Cost for 2025-2026	Total Cost for 2026-2027	Total Cost for 2027-2028
---	------------------------	--------------------------	---	---	---

AM/PM 2-Tier Special Education Home to School Routes: Based on 179 Days and up to 4 hours per day	# Of Routes	Costs per Bus	Total Cost for 2025-2026	Total Cost for 2026-2027	Total Cost for 2027-2028
With wheelchair lift Mini-bus					

AM/PM 2-Tier 3/4 Route (2.5 hour min.) 179 days	# of Routes	Cost per Bus	Total Cost for 2025-2026	Total Cost for 2026-2027	Total Cost for 2027-2028
--	------------------------	-------------------------	---	---	---

AM/PM 2-Tier 1/2 Route (2 hour min.) 179 days	# of Routes	Cost per Bus	Total Cost for 2025-2026	Total Cost for 2026-2027	Total Cost for 2027-2028
--	------------------------	-------------------------	---	---	---

Hourly Charge per Assistant/Monitor	per Hour	(not included in the cost per bus per day)			
--	---------------------	---	--	--	--

Sports/Activity/Field Trips	per Hour	per Mile	Minimum Charge
------------------------------------	---------------------	---------------------	---------------------------

Other: Be specific



Company

Authorized Company Representative

Date

2025-2026 DISTRICT CALENDAR

DRAFT 2025-2026 Traditional Calendar v1

August 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

September 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

March 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

November 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

January 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST	
Aug. 13-18	New Teacher In-Servcie
Aug. 18	Teacher Flex Work Day
Aug. 19-22	Teacher In-Service
Aug. 25	FIRST DAY OF SCHOOL
Aug 29	NO SCHOOL - Teacher Prof. Learning
SEPTEMBER	
Sept. 1	NO SCHOOL - Labor Day
October/November	
Oct. 10	NO SCHOOL - Teacher Prof. Learning
Oct. 27	NO SCHOOL - Teacher Work Day
Nov. 6	6-12 2hr Early Out P-T Conferences
Nov. 20	PreK-5 2hr Early Out P-T Conferences
Nov. 26-28	NO SCHOOL-Thanksgiving Holiday
DECEMBER/JANUARY	
Dec. 1	NO SCHOOL - Teacher Prof. Learning
Dec. 19	PreK-12 2hr Early Out
Dec. 22-Jan. 2	Winter Break
Jan. 15	NO SCHOOL - Teacher Prof. Learning
Jan. 16	NO SCHOOL - Teacher Work Day
Jan. 19	NO SCHOOL - MLK Holiday
FEBRUARY	
Feb. 16	NO SCHOOL - Teacher In-Service
Feb. 20	End of 2nd Trimester (58 days)
MARCH	
March 5	PreK-5 2hr Early Out P-T Conferences
March 13-20	NO SCHOOL - Spring Recess
March 23	NO SCHOOL - Teacher Prof. Learning
APRIL/May	
Apr 02	6-12 2hr Early Out P-T Conferences
Apr 20	NO SCHOOL - Teacher Prof. Learning
May 22	NO SCHOOL - Teacher Prof. Learning
May 25	NO SCHOOL - Memorial Days
June 2	2Hr Early Dismissal -LAST DAY OF SCHOOL
June 3	Teacher Work Day
June 3-4	Weather Make-Up Day(s) If Needed

Student make up days designated for June 3 & 4 if there are more than 3 school cancellations.

○ First/Last Day

□ End of Quarter

△ End of Trimester

No School - Teacher Professional Learning

District No School Day

2 Hour Early Dismissal

Preschool's 1st Day of School

APPENDIX K
KA-2

KAREN ACRES ELEMENTARY (YEAR-ROUND CALENDAR)

July 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July			
July 23-28	New Teacher Academy		
July 28	Teacher Flex Day		
July 29-July 30	Teacher Work/Prof. Learning		
July 31	FIRST DAY OF SCHOOL		
August			
Aug 8	NO SCHOOL		
Aug 21	NO SCHOOL - Teacher Professional Day		
Aug 22	NO SCHOOL - Teacher Professional Day		
Aug 29	NO SCHOOL		
September/October			
Sep 1	NO SCHOOL - Labor Day		
Sep 2	NO SCHOOL - Teacher Professional Day		
Oct 9	2hr Early Dismissal - P-T Conferences		
Oct 10	No School		
Oct 13 - 24	NO SCHOOL		
Oct 27	NO SCHOOL - Teacher Professional Day		
November/December			
Nov. 10	NO SCHOOL - Teacher Professional Day		
Nov 24 - 28	NO SCHOOL - Thanksgiving Holiday		
Dec. 1	NO SCHOOL - Teacher Professional Day		
Dec 19	2hr Early Dismissal		
Dec 22 - Jan 2	NO SCHOOL - Winter Break		
January			
Jan 15 - 16	NO SCHOOL - Teacher Professional Day		
Jan 19	NO SCHOOL - MLK Jr. Holiday		
February			
Feb. 12	2hr Early Dismissal - P-T Conferences		
Feb. 13	NO SCHOOL		
Feb. 16	NO SCHOOL - Teacher Professional Day		
March			
Mar 9 - 13	NO SCHOOL		
Mar 16 - 20	NO SCHOOL - Spring Break		
Mar 23	NO SCHOOL - Teacher Professional Day		
April / May			
April 20	NO SCHOOL - Teacher Professional Day		
May 4 - 8	NO SCHOOL		
May 11	NO SCHOOL - Teacher Professional Day		
May 22	NO SCHOOL		
May 25 - 26	NO SCHOOL - Memorial Day		
June			
June 18	2hr Early Out - Last Day of School		
June 19	Teacher Work Day		
School Hours			
	Full Day	Late Start	AM/PM Half Day
PreSchool	9:00-3:30	10:00-3:30	9:00-11:30/1:00-3:30
Elementary	8:50-3:40	9:55-3:40	
Middle School	7:55-3:05	9:15-3:05	
High School	8:00-3:10	9:20-3:10	
Metro West	8:40-3:30	No Late Start	

LIQUIDATED DAMAGES SCHEDULE

The District may assess liquidated damages in the amount indicated of the price for a daily route (AM & PM) for each of the following deficiencies:

100%	75%	50%	25%	10%
<p>Missed route - route not run or combined (“doubled-up”) with another route.</p> <p>Illegal use of equipment (un-inspected equipment, unlicensed drive, uninsured equipment and seriously faulty equipment).</p> <p>Unattended child left on bus.</p> <p>Unauthorized and inappropriate discipline of student or students by driver.</p>	<p>Late bus - Arriving at or departing from school 30 minutes to one hour or more late. <i>Circumstances must be within the Contractor's control</i></p> <p>Operating without an aide on the bus.</p> <p>Failure to meet assigned equipment size requirement for route.</p> <p>Running out of fuel while on route.</p>	<p>Driver operating without the use of a seat belt.</p> <p>Failure to fasten a student’s seat belt as required by IEP.</p> <p>Unreported accident with students on bus.</p> <p>Intentional operation of an overloaded bus. <i>Overload equals greater numbers than manufacturers capacity</i></p>	<p>Unauthorized deviations from route.</p> <p>Unauthorized stop.</p> <p>“Bus Empty” sign not placed on the bus while stopped. <i>Driver and/or aide off the bus</i></p> <p>Late bus - Arriving at or departing from school 10 minutes to twenty-nine minutes late. <i>Circumstances must be within the Contractor's control</i></p>	<p>Equipment age infraction.</p> <p>Inoperable radio on bus. <i>Damaged prior to dispatch or turned off by driver</i></p> <p>Inoperable air conditioning unit on SE bus. <i>Damaged prior to dispatch</i></p> <p>Inoperable lift on Special Education bus. <i>Damaged prior to dispatch</i></p> <p>Operating equipment without proper route number identification.</p>

SUMMARY OF TRANSPORTATION PROGRAM

The Urbandale School District covers approximately 8 square miles (smallest geographical school district in Iowa) and serves approximately 4,000 students in grades K-12; approximately 800 of those students are open enrolled “in” to the District. For the purpose of this contract, we will operate seven schools.

Route Information

- 1) Two-tier AM/PM Schedule, 170 days
- 2) Regular Route miles driven during 2023-2024: 126,214.80
- 3) Total Miles for Special Education during 2023-2024: 42,360.60
- 4) Total Miles during 2023-2024: 168,575.40
- 5) Average miles per day: 991.62
- 6) Activity Trip Miles: Approx. 22,463 annually
 - Approx. hours for Activity Trips (incl. layover hrs): 3,480 hrs
- 7) Total # of Routes- including all Special Ed for 2023-24:18.5; routes & 2 preschool routes
 - 14.5 Regular Routes
 - 4 Special Education
 - 2 mid-day Preschool routes, 2 PM routes,
 - 3 midday shuttles (DMC, St. Pius, Metro West and 1 PM MetroWest Shuttle (shared with Waukee)
- 8) Currently billed for 16 regular buses, 2 lift buses, one 3/4 route and one 1/2 route)

Schools and Bell Schedule beginning 2025-2026 (Start and Dismissal Times are current and are subject to minor changes.)

School	Grades	Address	School Hours	Enrollment
Urbandale High School	9 - 12	7111 Aurora Ave Urbandale IA 50322	8:00 am - 3:10 pm	1345
MetroWest Learning Academy	Alternative High School Program	3000 100th Street Urbandale IA 50322	AM classes 8:40 am - 11:40 am PM classes 12:30 pm - 3:30 pm	Varies - Waukee and ADM students also attend transportation is only for UCSD students
Urbandale Middle School	6 - 8	7701 Aurora Ave Urbandale IA 50322	7:55 am - 3:05 pm	Approx 921
Karen Acres Elementary School <i>Year round school</i>	K - 5	3500 74th Street Urbandale IA 50322	8:50 am - 3:40 pm	Approx 239
Olmsted Elementary School	PreK - 5	7110 Prairie Ave Urbandale IA 50322	8:50 am - 3:40 pm	Approx 630
Valerius Elementary School	PreK - 5	3305 92nd Street Urbandale IA 50322	8:50 am - 3:40 pm	Approx 635
Webster Elementary School	PreK - 5	12955 Aurora Ave Urbandale IA 50322	8:50 am - 3:40 pm	Approx 531

NOTE: The current desired start and ending times make it very challenging in this two-tier system. Please ensure you can make this happen as changing those times is very time consuming and difficult.

Two-Tier Bus Riders 2023-2024		
Scheduled/Actual		
Route	School(s)	Scheduled
Route 2	Sped elementary only Valerius	7
Route 3	Sped UHS/UMS and elementary Olmsted	9, 6
Route 4	Sped UHS/UMS and Elementary Valerius	7
Route 5	Sped UHS/UMS and elementary Webster	4
Route 105	Sped UHS/UMS, Grandwood, elementary Valerius	1, 1, 6
Route 7	UHS/UMS/STP and elementary Karen Acres	43, 35
Route 8	UHS/UMS/STP and elementary Webster	58, 56
Route 9	UHS/UMS/STP and elementary Valerius	47, 56
Route 10	UHS/UMS/STP and elementary Olmsted	48, 52
Route 11	UHS/UMS/STP and elementary Olmsted	58, 43
Route 12	UHS/UMS/STP and elementary Valerius	51, 54
Route 13	UHS/UMS/STP and elementary Valerius	43, 42
Route 14	UHS/UMS/STP and elementary Valerius	40, 64

Route 16	UHS/UMS/STP and Sped elementary Olmsted	35, 8
Route 17	UHS/UMS/STP and elementary Webster	54, 30
Route 18	UHS/UMS/STP and elementary Webster	56, 55
Route 19	UHS/STP	56
Route 21	UHS/UMS/STP and elementary Karen Acres	59, 20
Route 22	UHS/STP	52
Route 23	UHS/UMS/STP and elementary Karen Acres	45, 52
<i>STP = St. Pius, UMS = Urbandale Middle School, UHS = Urbandale High School</i>		

The undersigned Contractor, through its authorized agent, certifies that this Proposal conforms to all specifications and requirements outlined in the Request for Proposal (RFP), which is hereby incorporated by reference and made a part hereof, and that the Contractor offers to provide any or all equipment and services upon which prices are proposed at the prices set correlating to same in accordance with the terms and conditions of the RFP and any resulting contract. Any conflict between the terms and conditions of the RFP and the Contractor's Proposal shall be resolved in favor of the RFP, except as may be otherwise agreed to in writing by the District.

Company Name: _____

Company Address: _____

City, State, and Zip Code: _____

Business Telephone Number: _____

Name and Title of Authorized Agent: _____

Cell Number of Authorized Agent: _____

Signature of Authorized Agent: _____

Date Signed: _____