



**East
Hartford
Public
Schools**

"Schools that are the Pride of our Community"

Thomas Anderson, Superintendent of Schools

Benjamin Whittaker, Chief Operations Officer

Request for Proposals # 1845-24 Student Transportation Services

East Hartford Public Schools is seeking proposals from qualified and licensed student transportation companies to provide student transportation services to/from locations within the Town of East Hartford.

Proposals should be addressed as follows:

East Hartford Public Schools, Department of Facilities
Tea Culani, Controller
734 Tolland St.
East Hartford, CT 06357

Proposals must be plainly marked in the lower left-hand corner of the envelope as follows:

PROPOSAL NUMBER: 1845-24
PROPOSAL NAME: Student Transportation Services
OPENING DATE: Friday, October 27, 2023
OPENING TIME: 12:00pm

Questions related to this RFP must be submitted via e-mail to Culani.T@Easthartford.org no later than **Friday, October 13, 2023**. All questions and the responses thereto will be published on the East Hartford Public Schools website and State of CT/DAS by **Thursday, October 19, 2023**.

Any addendums, if necessary, will be published on the East Hartford Public Schools website, under Departments, Purchasing, Bids/Requests for proposals, and State of CT/DAS site by **Thursday, October 19, 2023**.

Proposals must be received in hard-copy format by the Department of Facilities, 734 Tolland St., East Hartford, CT 06108 no later than **12:00PM** on **Friday, October 27, 2023**.



REQUEST FOR PROPOSALS INSTRUCTIONS AND REQUIREMENTS

These instructions and requirements are standard for all Request for Proposals (RFP) issued by East Hartford Public Schools. East Hartford Public Schools may delete, supersede or modify any of these standard instructions for a particular Request for Proposals. The Request for Proposals package will describe additional or modified instructions if needed. "Respondent" is used in this document to describe any company or individual providing a proposal in response to this RFP.

1. Proposals must be signed by an authorized representative of the respondent with the authority to bind the respondent to the terms of the proposals and with the acknowledgment that the proposal is made with full knowledge of and agreement with the general specifications, conditions and requirements of this Request for Proposals.
2. Submit Proposal package in a sealed envelope marked with the respondent's name and address in the upper left-hand corner. Proposal number, name, opening date and opening time must be marked in the lower left-hand corner.
3. Proposals received later than date and time specified will not be considered. Amendments to, or withdrawals of, Proposals received later than the date and time set for Proposal opening will not be considered.
4. After the opening of the Proposal, no Proposal can be withdrawn for a period of ninety (90) days.
5. The right is reserved to purchase either by option or the total of options indicated, split awards and act as it seems in the best interest of the East Hartford Public Schools.
6. It is the respondent's responsibility to check the East Hartford Public School website AND the State DAS website for changes to the Request for Proposals prior to the Proposal opening. The respondent will be held to the Proposal as submitted, the terms and conditions in the Request for Proposal Package, inclusive of all addenda.
7. East Hartford Public Schools does not illegally discriminate on the basis of sex, sexual orientation, race, religion, national origin, color, creed, ancestry, age, gender (including pregnancy, childbirth and related medical conditions), gender identity or gender expression (including transgender status), marital status, familial status, military service and veteran status, physical or mental disability, protected medical condition as defined by applicable state or local law, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances.
8. East Hartford Public Schools reserves the right to waive any formalities in Proposals received; to reject any and all Proposals, to waive technical defects and to make such award, including

accepting a Proposal, although not necessarily the lowest cost Proposal, as it deems to be in the best interest of the East Hartford Public Schools.

9. East Hartford Public Schools may withhold acceptances of work and payment thereof when it is determined that said work or materials do not meet the specified requirements. Payment will not be made until corrections are made which are acceptable to the East Hartford Public Schools officials and/or their authorized agent
10. East Hartford Public Schools may make such investigation as deemed necessary to determine the ability of the respondent to discharge his contract. The respondent shall furnish the East Hartford Public Schools with all such information and data including references of similar projects conducted for other school systems as may be required for that purpose. East Hartford Public Schools reserves the right to reject any Proposal if the respondent fails to satisfactorily convince the East Hartford Public Schools that he/she is properly qualified by experience and has the facilities to carry out the obligations of the contract or Request for Proposal Requirements and to satisfactorily complete the work called for herein. Conditional Proposals will not be accepted.
11. Specifications cannot be relieved by anyone other than an assigned agent for East Hartford Public Schools. All changes must be in writing, signed by agent.
12. The successful respondent will be required to provide proof of insurance as outlined in the "Indemnification and Insurance Requirements for Construction, Professional, or Labor Services" form included with the Request for Proposals and submit a signed and notarized copy of the Indemnification section on of the form. No modifications may be made to the Indemnification form.
13. All prices must be F.O.B. delivered unless otherwise specified.
14. The East Hartford Board of Education will not award any work to any company or individual who owes delinquent tax to the Town of East Hartford. Respondents certify by virtue of their signature on the Pricing sheet that neither the bidder nor any business or corporation which the respondent owns an interest in is delinquent in tax obligations to the Town. Verification will be made prior to award.
15. If this RFP is for on-call services or solicits pricing for multiple years, the terms of this RFP or any resultant award or contract shall apply for at least Three (3) full fiscal years (7/1 to 6/30) unless otherwise specified in this RFP. If mutually agreed between East Hartford Public Schools and the respondent, the term may be extended under the same terms and conditions for two (2) additional twelve- month periods.
16. Any contract or agreement entered into as a result of this RFP process that spans multiple fiscal years shall contain the following "funding out" or "non-appropriation" clause:

East Hartford Public Schools/East Hartford Board of Education (EHPS) reserves the right to terminate this agreement/contract, without penalty, at the end of each fiscal year in the event a funding source relied upon to pay the cost of the agreement/contract does not contain an allocation for the services and/or products contained in this agreement/contract. EHPS will provide notice of termination at least sixty (60) days prior to the end of the fiscal year.



East Hartford Public Schools

East Hartford Board of Education



INDEMNIFICATION AND INSURANCE REQUIREMENTS FOR CONSTRUCTION, PROFESSIONAL OR LABOR SERVICES

A. INDEMNIFICATION

BIDDERS AND PROPOSERS ARE REQUIRED TO AGREE TO THE FOLLOWING INDEMNIFICATION LANGUAGE BY NOTARIZING BELOW

To the fullest extent permitted by law, THE AWARDED BIDDER/PROPOSER agrees on behalf of itself and its successors and assigns, covenants and agrees at its sole cost and expense, to protect, defend, indemnify, release and hold the East Hartford Board of Education, Town of East Hartford, its agents, servants, officials, employees, volunteers and members of its boards and commissions (Collectively the “Board and Town of East Hartford”), harmless from and against any and all Losses (defined below) imposed upon or incurred by or asserted against the Board and Town of East Hartford by reason of bodily injury, personal injury, death, or property damage of whatsoever kind or nature, to any individuals or parties (including, but not limited to the Board and Town of East Hartford, the Awarded Bidder/Proposer, or any other third party) arising out of or resulting from, or alleged to arise out of or arise from Awarded Bidder’s/Proposer’s performance of its work under the contract, but only to the extent such Losses are attributable to the negligent or intentional act, error or omission of the Awarded Bidder/Proposer or any person or organization employed or engaged by Awarded Bidder/Proposer to perform all or any part of the contract. The term “Losses” includes any losses, damages, costs, fees, expenses, claims, suits, judgments, awards, liabilities (including, but not limited to, strict liabilities), obligations, debts, fines, penalties, charges, amounts paid in settlement, foreseeable and unforeseeable consequential damages, litigation costs, attorneys’ fees, expert’s fees, and investigation costs, of whatever kind or nature, and whether or not incurred in connection with any judicial or administrative proceedings, actions, claims, suits, judgments or awards.

Upon written request by the Board and Town of East Hartford, the Awarded Bidder/Proposer shall defend and provide legal representation to the Board and Town of East Hartford with respect to any of the matters referenced above. Notwithstanding the foregoing, the Board and Town of East Hartford may, in its sole and absolute discretion, engage its own attorneys and other professionals to defend or assist it with respect to such matters and, at the option of the Board and Town of East Hartford, its attorneys shall control the resolution of such matters. Upon demand, the Awarded Bidder/Proposer shall pay or, in the sole and absolute discretion of the Board and Town of East Hartford, reimburse, the Board and Town of East Hartford for the payment of reasonable fees and disbursements of attorneys and other professionals in connection with this contract.

THE BOARD and TOWN OF EAST HARTFORD WILL NOT AGREE TO INDEMNIFY THE AWARDED BIDDER/PROPOSER; SUBCONTRACTOR(S); OR INDEPENDENT CONTRACTOR(S)

STATE OF CONNECTICUT
COUNTY OF:

Signature _____

Name: _____

Company Name: _____

SEAL HERE:

Address: _____

Date: _____

Subscribes and Sworn to before me on this _____ day of _____, 202__

Notary Public _____

East Hartford Board of Education

INDEMNIFICATION AND INSURANCE REQUIREMENTS FOR
CONSTRUCTION, PROFESSIONAL OR LABOR SERVICES
(cont'd)

B. INSURANCE

NOTE: CERTIFICATE OF INSURANCE WILL BE REQUIRED UPON AWARD AND PRIOR TO START OF WORK OR ISSUANCE OF PURCHASE ORDER

1. GENERAL REQUIREMENTS

The AWARDED BIDDER/PROPOSER shall be responsible for maintaining insurance coverage in force for the life of this contract of the kinds and adequate amounts to secure all of the AWARDED BIDDER/PROPOSER'S obligations under this contract with an insurance company(ies) with an AM Best Rating of A-VII or better licensed to write such insurance in the State of Connecticut and acceptable to the Board and Town of East Hartford Additional Insured: **The East Hartford Board of Education and the Town of East Hartford, its officials, employees, volunteers, boards and commissions must be included as an Additional Insured on the AWARDED BIDDER/PROPOSER'S Insurance Policies** (except Workers' Compensation and Professional Errors & Omissions). Evidence of this must be provided upon inception of this contract and upon renewal of insurance by the AWARDED BIDDER/PROPOSER to the Board and Town of East Hartford in the form of language on a Certificate of Insurance as well as a policy endorsement.

The AWARDED BIDDER/PROPOSER shall provide the Board and Town of East Hartford with a Certificate(s) of Insurance signed by an authorized representative of the insurance company(ies) prior to the performance of this contract describing the coverage and providing that the insurer shall give the Board and Town of East Hartford written notice at least thirty (30) days in advance of any termination, expiration, or any and all changes in coverage. Such insurance or renewals or replacements thereof shall remain in force during the AWARDED BIDDER/PROPOSER'S responsibility under this contract. Failure to provide or maintain any of the insurance coverage required herein shall constitute a breach of the Contract.

2. SPECIFIC REQUIREMENTS:

a) Commercial General Liability Insurance

The AWARDED BIDDER/PROPOSER shall carry Commercial General Liability Insurance (broad form coverage) insuring against claims for bodily injury, property damage, personal injury and advertising injury that shall be no less comprehensive and no more restrictive than the coverage provided by Insurance Services Office (ISO) form for Commercial General (CG 0001 04/2013). By its terms or appropriate endorsements such insurance shall include the following coverage, to wit: Bodily Injury, Property Damage, Fire Legal Liability (not less than the replacement value of the portion of the premises occupied), Personal & Advertising Injury, Blanket Contractual, Independent Contractor's, Premises Operations, Products and Completed Operations (for a minimum of two (2) years following Final Completion of the Project). Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

Type of Coverage:	Occurrence Basis
Minimum Amount of Coverage:	\$1,000,000 per occurrence \$2,000,000 aggregate
Policy Period:	Annual Policy

East Hartford Board of Education

INDEMNIFICATION AND INSURANCE REQUIREMENTS FOR
CONSTRUCTION, PROFESSIONAL OR LABOR SERVICES
(cont'd)

b) Workers' Compensation and Employer's Liability Insurance

The AWARDED BIDDER/PROPOSER shall provide Statutory Workers' Compensation Insurance as required by the State of Connecticut, including Employer's Liability.

Amount of Coverage: Coverage A:	Statutory
Coverage B (Employer Liability):	\$500,000 Each Accident
	\$500,000 Disease, Policy Limit
	\$500,000 Disease, Each Employee

c) Commercial Automobile Liability Insurance

The AWARDED BIDDER/PROPOSER shall carry Commercial Automobile Liability Insurance insuring against claims for bodily injury and property damage and covering the ownership, maintenance or use of any auto or all owned/leased and non-owned and hired vehicles used in the performance of the Work, both on and off the Project Site, including loading and unloading. The coverage should be provided by Insurance Services Office form for Commercial Auto Coverage (CA CA0001 10/2013) or equivalent. "Auto" (symbol 1 or equivalent) is required. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

Type of Coverage:	Occurrence Basis
Minimum Amount of Coverage:	\$1,000,000 combined single limit
Policy Period:	Annual Policy

d) Umbrella Liability Insurance

The AWARDED PROPOSAL shall carry an umbrella liability insurance policy of \$10,000,000 for excess on the CGL and Auto.

3. PROFESSIONAL SERVICE CONTRACTOR REQUIREMENTS

(e.g., Architects, Engineers, et al.)

The AWARDED BIDDER/PROPOSER shall carry Errors & Omissions coverage in the **minimum** amount \$1,000,000 per claim/\$1,000,000 annual aggregate for all professional services contracts. If the insurance coverage is written on a Claims-Made basis, an extended reporting period of at least 3 years after substantial completion of the project is required. Increased coverage limits may be required based on the scope, price and duration of the work to be performed. The East Hartford Board of Education or Town of East Hartford will inform the **AWARDED BIDDER/PROPOSER** as to the required limits for this insurance as soon as practicable, and has sole discretion of the limits to be required.

East Hartford Board of Education

INDEMNIFICATION AND INSURANCE REQUIREMENTS FOR
CONSTRUCTION, PROFESSIONAL OR LABOR SERVICES
(cont'd)

4. SUBCONTRACTOR REQUIREMENTS:

The AWARDED BIDDER/PROPOSER shall require all subcontractors and independent contractors to carry the coverages set forth in section B. INSURANCE and will obtain appropriate Certificates of Insurance before the subcontractors and independent contractors are permitted to begin work.

The AWARDED BIDDER/PROPOSER shall require that East Hartford Board of Education and The Town of East Hartford, its officials, employees, volunteers, boards and commissions be included as an Additional Insured on all subcontractors and independent contractors' insurance (except Workers' Compensation and Professional Errors & Omissions) before permitted to begin work.

The AWARDED BIDDER/PROPOSER and all subcontractors and independent contractors and their insurers shall waive all rights of subrogation against the East Hartford Board of Education and Town of East Hartford, and its officers, agents, servants and employees for losses arising from work performed by each on this contract.

**THE EAST HARTFORD BOARD OF EDUCATION OR TOWN OF EAST HARTFORD
RESERVES THE RIGHT TO AMEND THE AMOUNTS OF COVERAGE REQUIRED AND
TYPE OF COVERAGE PROVIDED BASED ON THE FINAL AGREED UPON SCOPE OF
SERVICES**



AFFIRMATIVE ACTION / EQUAL OPPORTUNITY POLICY STATEMENT

East Hartford Public Schools is an Equal Opportunity Employer and will not transact business with firms that are not in compliance with all Federal and State Statutes and Executive Orders pertaining to non-discrimination.

This form is required to be filled in (enter company name above lines below), signed and returned with any Invitation to Bid, Request for Proposal, or other public solicitation document in order to transact any business with East Hartford Public Schools.

_____ will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability (including pregnancy), genetic information, veteran status or gender identity or expression, except in the case of a bona fide occupational qualification.

It is the policy of _____ that any form of discrimination or harassment on the basis of race, religion, color, national origin, alienage, sex, sexual orientation, marital status, age, disability (including pregnancy), genetic information, veteran status or gender identity or expression, or any other basis prohibited by state or federal law is prohibited.

_____ will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

_____ will remain in full compliance with the above while under contract with or performing work for East Hartford Public Schools.

Signed

Name/Title of Company Officer

Date

Business Address

Phone



Operations and Finance

Request for Proposals # 1845-24

Student Transportation Services

Background

East Hartford Public Schools (EHPS) is seeking proposals from qualified and licensed student transportation companies to provide student transportation services to/from locations within the Town of East Hartford. “Turnkey” service is required, with the contractor providing all equipment, vehicles, maintenance, labor, supervision/management, fuel storage/metered delivery, land and facilities, routing development and maintenance (including software/technology), insurance, training, and all other items required to provide a full-service student transportation operation, except for motor fuel.

EHPS intends to enter into a 3 to 10-year contract for these services, with several milestones included to determine the ultimate duration of the contract. In the event of a 10-year overall contract term, the selected provider would be transitioning the entire school bus fleet to zero-emission vehicles by Fiscal Year 2030. Service providers will provide fixed pricing for the first (3) fiscal years of the contract as part of their RFP submittal.

Questions related to this RFP must be submitted via e-mail to Culani.T@Easthartford.org no later than **Friday, October 13, 2023**. All questions and the responses thereto will be published on the East Hartford Public Schools website and State of CT/DAS by **Thursday, October 19, 2023**.

Any addendums, if necessary, will be published on the East Hartford Public Schools website, under Departments, Purchasing, Bids/Requests for proposals, and State of CT/DAS site by **Thursday, October 19, 2023**.

Proposals must be received in hard-copy format by the Department of Facilities, 734 Tolland St., East Hartford, CT 06108 no later than **12:00PM on Friday, October 27, 2023**.

Required Services / Scope of Work

- Provide “turnkey” daily transportation services to approximately 5,000 East Hartford resident students to/from (15) East Hartford Public School locations, Prince and Cheney Technical High Schools, CREC Academy of Computer Science (formerly known as Two Rivers), Pathways/CT River and Riverside.
- Per the CT Clean Air Act, Environmental Justice Communities (including East Hartford), must have 100% zero-emission school busses by 2030. Proposers will be contractually obligated to complete the transition of the entire fleet to zero-emission by July 1, 2030 if the resultant contract is for a 10-year overall duration. A transition plan is required to be submitted as part of the RFP response.
- Development and maintenance of electronic routing system with both district level and parent/guardian customer-facing portal accessible 24/7.
- Contractor to provide all equipment, vehicles, maintenance, labor, supervision/management, fuel storage/delivery, land and facilities, routing development and maintenance (including software/technology), insurance, training, and all other items required to provide a full-service student transportation operation, except for motor fuel.

Proposals

Respondents must provide the following in their response to this RFP:

1. General information and company history
2. Explain how your proposal will meet the student and parent needs of EHPS
3. Detailed plan for transitioning the fleet to zero-emission school busses by 7/1/2030.
4. Firm’s policy statement for hiring employees of a previous student transportation contractor
5. List of key management personnel and their resumes, including the primary supervisor/manager for day-to-day operations.
6. Completed “References” Form
7. Pricing submitted using “Appendix A- Pricing”
8. Completed required submittal forms as outlined in this Request for Proposals
9. Completed Non-Collusion/Non-Conflict Affidavit “Appendix D”

Other Considerations

- Pricing submitted in Appendix A must be firm for a period of (120) days from the RFP due date. If awarded the contract, such pricing shall be firm prior to the execution of the contract through the term of the Contract.
- Transportation services are provided on a “Tiered” system based on the school day beginning and ending times (“Bell Times”) provided in Appendix B. A current schedule of vehicles is provided in Appendix C.
- Contractor must maintain a principal place of business within 90 miles of the East Hartford Public Schools Department of Facilities Building at 734 Tolland Street, East Hartford, CT
- Contractor and all Vehicle Operators shall be in compliance with all local, state and

federal laws. Contractor shall perform criminal record checks and DCF Sex Offender Registry checks as described in the Connecticut General Statutes on Vehicle Operators, Bus Monitors and all other Contractor personnel who will have contact with children in providing the services solicited in this request for proposals. The results of all such criminal records checks shall be reported to EHPS.

- The Contractor shall provide an ongoing program of classroom and road training at its expense in accordance with federal, state and local laws, rules and regulations to assure continued state certification of all Vehicle Operators.
- The Contractor shall provide training for its Vehicle Operators as required pursuant to Connecticut Public Act 18-185.
- EHPS will purchase all gasoline, diesel, and propane fuel utilized to transport students, and provide the fuel to the contractor at the contractor's bus terminal. Contractor will place fuel orders on behalf of EHPS, take delivery of the fuel, store, monitor, dispense, and track consumption. Potential future use of electricity to fuel buses will be negotiated between both parties prior to the purchase and deployment of any electric buses.
- Contractor will provide trained Bus Monitors as needed/requested by EHPS, to be billed separately at rates established in Appendix-A "Pricing." Historically, EHPS requires between 0-5 Bus Monitors daily. Bus Monitors are subject to same background checks, drug testing, and safety meeting requirements as regular Vehicle Operators.
- Contractor will be compensated for 180 days of basic transportation services (excluding field trips, athletic events, special runs, late runs, and late buses) at the contracted per-vehicle, per-day prices for each school year covered by the resultant contract, limited by the following: For each school year, should EHPS not require transportation services for five (5) consecutive days or more, EHPS will compensate the Contractor for the average number of vehicles by type utilized by the Contractor for the immediately preceding five (5) school days for which basic transportation service was provided (the "Average Number of Vehicles by Type") at 60% of the applicable per Vehicle, per day rate set forth in the resultant contract for those days that services are not required. In the event transportation services are not required for less than five (5) consecutive days, EHPS will compensate the Contractor for those days that services are not required for the Average Number of Vehicles by Type at 100% of the applicable per Vehicle, per day rate set forth in the resultant contract.
- Contractor will be expected to provide transportation for field trips and athletic events with 100% request coverage. If contractor is not able to self-perform requested coverage, they may sub-contract the service upon the EHPS approval, but the rate charged may not exceed the Contractor's rate. EHPS requires coverage for an estimated (72) field trips and (312) athletics events per school year.
- Services are to be provided in compliance with all East Hartford Board of Education transportation-related policies and regulations. Policy 3541-Transportation, and all associated sub-policies/regulations, are located on the EHPS website www.easthartford.org.
- EHPS has or will enter into a separate contract for transporting students to Out-Of-Town facilities and other Out-placed students. In addition, EHPS retains the right to obtain other transportation not described in this RFP from other persons or entities.
- In the event of early termination due to non-performance, the contractor will be liable for all

additional expenses EHPS incurs to provide transportation services for the balance of the contract term.

- Contractor will purchase and maintain a routing system capable of complete inter-operability with the EHPS student information system (SIS), which is currently Powerschool. An automated nightly transfer must take place between the two systems. EHPS designees must have access (at least read-only) to real-time routing data 24/7.
- The Contractor shall provide a full-time manager who meets the approval of EHPS. Manager must be located on-site at the bus terminal.
- The bus terminal used to service EHPS must be located within the Town of East Hartford.
- Each vehicle must be equipped with an operating two-way radio and an operational GPS system that can be monitored in real-time by designated EHPS personnel. Each vehicle must have dual high-resolution digital video systems functioning at all times the vehicle is in use, with enough capacity to hold at least the previous (14) days of recording. Recordings are to be provided to designated representatives of the Board electronically and able to be viewed on Microsoft software, as needed, without charge. Drivers of vehicles outside of 2-way radio range must be accessible by cell phone.
- The Contractor will be obligated to self-perform all services (no sub-contracting) unless otherwise approved in writing by EHPS
- EHPS has the option to require a Performance Bond each year for 100% of the contract value, so the Contractor must be able to secure such a bond immediately upon request. The Board will pay the agreed-upon cost of the Bond.
- EHPS is exempt from Connecticut Sales Tax. Do not include sales tax in any pricing submitted.

Selection Process and Criteria

Contractor will be selected based on overall quality of the contractor's RFP response and applicability to the needs of EHPS, relevance of experience, strength of references, and pricing. The strength, feasibility, and expediency of the firm's plan to transition to zero-emission school busses by 2030 will be considered in the selection process. EHPS may select firms to attend in-person interviews to determine the best fit between the firm and the needs of the East Hartford Public Schools. Final contracts are subject to negotiation between both parties, but will contain all provisions of this RFP document.

The District reserves the right to pursue or reject any and all proposals, in whole or in part, to give preference to local businesses, and to pursue any proposal deemed to be in the best interests of the District. The District is not under any obligation to award to the lowest priced response. The District shall reserve the right to amend or to terminate the proposal at its sole discretion, and at any time, and shall reserve the right to reject all proposals. The District reserves the right to waive any informalities or inconsistencies in, or reject, any or all proposals or any part of any proposal for any reason.

Any proposal may be withdrawn prior to the opening time and date. Any proposal received after the time and date as specified will not be accepted. EHPS reserves the right to negotiate any and all elements of any proposal directly with the proposer. No changes in or to the proposal submissions will be permitted after the opening of proposals unless approved by the District. EHPS may request clarifications on any portion of the proposal in order to develop a comprehensive assessment of the proposal.

EHPS shall have the right to take such steps, as it deems necessary, to determine the ability of the proposer to perform the work and the proposer shall furnish the District with information and data for this purpose as requested. EHPS reserves the right to reject any proposal where, on investigation, the evidence or information submitted by such proposers does not satisfy the District and the proposer is not deemed qualified to carry out properly the terms of the contract.

RFP# 1845-24

REFERENCES

In the interest of securing competent contractors, the following information must be provided with your **Proposal**. Failure to provide this information may jeopardize award.

Please provide three references for school districts within the state of Connecticut of a similar size to East Hartford to whom you **currently** provide full-service student transportation.

District #1

District Name: _____
Customer Contact Name/Phone Number/E-Mail: _____
Service Term: _____

Description of Services / Brief History of Business Relationship:

District #2

District Name: _____
Customer Contact Name/Phone Number/E-Mail: _____
Service Term: _____

Description of Services / Brief History of Business Relationship:

District #3

District Name: _____
Customer Contact Name/Phone Number/E-Mail: _____
Service Term: _____

Description of Services / Brief History of Business Relationship:

Appendix A- Pricing

Request for Proposals # 1845-24
Student Transportation Services

	SY25	SY26	SY27
<u>Cost Per Vehicle Per Day</u>			
Type 1			
Type II			
Wheelchair Type 1			
Wheelchair Type II			
Van			

Prices above include AM & PM Home to School Routes

Field Trips- Cost of Vehicle Per Hour from Student P/U

Type 1			
Type II			
Wheelchair Type 1			
Wheelchair Type II			
Van			

In-Town Field Trips- Cost of Vehicle Per Hour from Student P/U

Type 1			
Type II			
Wheelchair Type 1			
Wheelchair Type II			
Van			

Athletic Field Trips/Events- Cost of Vehicle Per Hour from Student P/U

Type 1			
Type II			
Wheelchair Type 1			
Wheelchair Type II			
Van			

Noon Vehicle Per Day/Hour (Specify)

Type 1			
Type II			
Wheelchair Type 1			
Wheelchair Type II			
Van			

Continued on
Next Page

Summer School- Per Vehicle Per Day

Type 1			
Type II			
Wheelchair Type 1			
Wheelchair Type II			
Van			

Bus Monitors

Cost per Hour			
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SUBMITTED BY:

Vendor

Contact Person

Written signature

Title

Address

Telephone#

Email

Date

Tax Collector verification: _____

No delinquent taxes owed by the awarded proposal to the Town of East Hartford

Appendix B - Current "Bell Times"

Request for Proposals # 1845-24
Student Transportation Services

<u>SCHOOL</u>	<u>FULL DAY</u>	<u>SHORT DAY</u>	<u>2 HOUR DELAY</u>
GOODWIN	8:45 – 3:20	8:45 – 1:20	10:45 – 3:20
*HOCKANUM PRE-SCHOOL - (ECLC)	Program schedules vary- please call school for exact times		
LANGFORD	8:45 – 3:20	8:45 – 1:20	10:45 – 3:20
MAYBERRY	8:45 – 3:20	8:45 – 1:20	10:45 – 3:20
NORRIS	8:45 – 3:20	8:45 – 1:20	10:45 – 3:20
O'BRIEN	8:45 – 3:20	8:45 – 1:20	10:45 – 3:20
O'CONNELL	8:10 – 2:45	8:10 – 12:45	10:10 – 2:45
PITKIN	8:45 – 3:20	8:45 – 1:20	10:45 – 3:20
SILVER LANE	8:45 – 3:20	8:45 – 1:20	10:45 – 3:20
SUNSET RIDGE	8:10 – 2:45	8:10 – 12:45	10:10 – 2:45
E. H. MIDDLE	8:10 – 2:45	8:10 – 12:45	10:10 – 2:45
E. H. HIGH	7:30 – 2:10	7:30 – 12:10	9:30 – 2:10
C. I. B. A.	7:30 – 2:10	7:30 – 12:10	9:30 – 2:10
WOODLAND	7:10 – 1:10	7:10 – 11:10	9:10 – 1:10
SYNERGY	7:30 – 1:30	7:30 – 11:30	9:30 – 1:30
TWO RIVERS	7:30 – 2:25	7:30 – 11:30	9:30 – 2:25

Appendix C - Current Vehicle Schedule

Request for Proposals # 1845-24
Student Transportation Services

The schedule below reflects the current *daily* recurring services utilized by EHPS.

Description	SY 24			Vehicle Type	Notes
	SY24 Total Days	Vehicles	Estimated Hours / Day		
Program 23- SPED (In-District)					
District Wheelchair Vans	180	5		WC Vans	
District Mini Van	180	1		STV	
District Type II busses	180	18		Type II	
Hockanum Mid Day Routes	180	4	1.5	Type II	
High School Special Education Late Runs	117	2	1	Type II	1 hour per bus - random days 2-3 times per week
High School Special Education Workshuttle			310	Type II	Booked as charters = 2-3 times per week
Woodland School Late Runs	146	2	1	Type I	
Woodland School work program	80	1	1.5	Type II	Days vary, program not guaranteed to run each year
Program 10- (Student Activities)					
High School 4:00 Late Runs	144	4	1	Type I	1 hour charge per bus runs Monday to Thurs
High School 5:45 Late busses	180	2	1.5	Type I	1.5 hour charge per bus - runs Monday to Friday
Middle School 4:00 Late Runs	163	3	1	Type I	1 hour charge per bus runs Monday to Friday
Program 63-Regular Student Transportation					
District Type I busses	180	38		Type I	
Middle School SN Late bus	160	2	1	Type II	Usually runs for 6 weeks in Winter / and again for 6 weeks in spring
HS/Synergy/ TEP - Midterms/ finals 10 days (tab 2)	10	52	1		52 busses - charge at 1 hour each for ED - 10 days per school year
Program 17- Health Sciences					
High School Allied Health /Nurses	180	1	1.5	Type I	Days vary, program not guaranteed to run each year
Prince Tech/ Cheney	182	3		Type I	These (3) busses are included in the 38 district type 1 busses above as they run EH schools as well.
High School Glast. VoAg.	0	0	0	Type II	Program has not run in several years, but subject to re-start
Program 21- Magnets (non-SPED)					
EH Resident students to CREC School	182	5		Type I	

Appendix D

NON-COLLUSION/NON-CONFLICT AFFIDAVIT OF RESPONDENTS

Request for Proposals # 1845-24

Student Transportation Services

The undersigned Proposer, having fully informed themselves regarding the accuracy of the statements made herein certifies that:

The Request for Proposal has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other proposer designed to limit independent responses or competition, and no Board of Education member nor any East Hartford Public Schools employee or person whose salary is payable in whole or in part from the East Hartford Public Schools, the Town of East Hartford, nor an immediate family member thereof, is directly or indirectly interested in the Request for Proposal, or in the services, supplies, materials, equipment, work, or labor to which it relates, or in any profits thereof.

State of Connecticut S.S.

County of _____

Subscribed and sworn before me this _____ day of _____, 20_____

Legal Name of Respondent: _____

Business Name: _____

Business Address: _____

Signature and Title of Person

Notary Public

My Commission Expires _____
Date