

Harvest Network of Schools

Request for Proposals

School Bus Transportation

Notice is hereby given that the Harvest Network of Schools will receive sealed proposals for the implementation of a school bus transportation contract.

Sealed proposals will be received in their final form not later than:

February 13, 2017,
1300 Olson Mem. Hwy,
Minneapolis, MN 55411

For further information, please contact:

LaToya Onamuyiwa – Office – 612-876-3787, Cell – 612-558-7794

Email – lonamuyiwa@themasteryschool.org

TENTATIVE SCHEDULE

Timetable

The Contractor shall have all buses, routes, materials, and labor in place during July for the 2017-2018 school year, beginning August 1, 2017.

Event:	Dates:
RFP Documents Released	January 23 rd , 2017
RFP Due Date	February 13 th , 2017
RFP Evaluation	February 17 th , 2017
Interviews of Potential Providers	February 22 nd and 23 rd , 2017

HNS will communicate to vendors of interest by the second week in March

Receipt of Written Proposal Document

Each proposer shall be responsible for the delivery of one (1) original and two (2) copies of the proposal to the Harvest Network of Schools District Office, 1300 Olson Memorial Highway, Minneapolis, MN 55411, on or before Monday, February 13, 2017 by 5:00p.m. Contractors who do not submit their proposals by this time and date will automatically be disqualified from the proposal process. Facsimiles are not acceptable.

All proposals shall be typed. Proposals shall be tightly sealed in opaque containers clearly bearing on the outside the name of the Contractor, his/her address, and "PROPOSAL FOR BUS Transportation" typed on the outside of the proposal.

All proposal respondents will be responsible for the costs associated with the preparation of the requested proposals, and the Harvest Network of Schools will in NO way be held liable for these costs. The Harvest Network of Schools is the sole judge of the value and merit of the proposals and reserves the right to reject any or all proposals.

Contacts for the Harvest Network of Schools

The Harvest Network of Schools official contact for all correspondence, inquiries, and submissions related to this RFP is Ms. Latoya Onamuyiwa, Transportation Director. The telephone number for LaToya Onamuyiwa is 612-876-3787. The mailing address and physical address is: 1300 Olson Memorial Highway, Minneapolis, MN 55411. Office hours are from 8:00A.M. to 5:00P.M., Monday through Friday.

INSTRUCTIONS TO BIDDERS:

Bid Opening Date: Monday, January 23, 2017

- 1) NOTICE IS HEREBY GIVEN that the Harvest Network of Schools will accept bids for the 2017-2018 academic year contract for STUDENT TRANSPORTATION SERVICE. Bids will be opened and read aloud in the District Office, Harvest Network of Schools located at 1300 Olson Memorial Highway, Minneapolis, MN 55411. Bids should be submitted for a one year period, encompassing the 2017-2018 school year.
- 2) Sealed proposals shall be delivered to the above address, any time prior to, but not later than, Monday, February 6, 2017 at 5:00p.m. Bids received after this time will be returned unopened to the bidder. Bids will be opened and read aloud.
- 3) Each proposal must be submitted on the bid forms provided with these specifications and must be contained in a sealed envelope, which shall be endorsed on the outside with the following information:
 - a. PROPOSAL FOR STUDENT TRANSPORTATION SERVICES
 - b. Name and Address of Bidder
 - c. Date and time due
- 4) All bids submitted must be valid for a minimum period of 90 days after the date set for the bid opening.
- 5) Harvest Network of Schools reserves the right to reject any and all bids, or to waive any informalities, irregularities or technicalities in any proposal, should it deem to be in the best interest of Harvest Network of Schools to do so. The contract will be awarded, if at all, to the lowest responsible bidder meeting RFP specifications as determined by Harvest Network of Schools. Bids should be submitted on the premise that Harvest Network of Schools intends to contract as a single unit, and that the proposal must be acceptable to the Board. While the financial responsibility of the bidder is a significant concern, the Board is equally concerned with the proven ability of the bidder to satisfactorily perform the contract so that the service will be provided in accordance with proposed contract documents.

5.1) After determining that a proposal satisfies the mandatory requirements stated in the Request for Proposal, the comparative assessment of the relative benefits and deficiencies of the proposal in relationship to the published evaluation criteria shall be made by using subjective judgment. The award of a contract resulting from this Request For Proposal shall be based on the lowest responsible bid and best proposal received in accordance with the evaluation criteria stated below:

5.1.1 Cost.....45%

Total cost of proposal in addition to other costs, such as bus, van, monitor, hourly costs, etc.

5.1.2 Reliability.....15%

A description of any safety programs implemented by the contractor.

Inspection records and model year of the vehicles under the control of the contractor.

5.1.3 Experience10%

The previous experience of the contractor in transporting pupils.

The name of each transportation company of which the contractor has been an owner or manager. A record of accidents in motor vehicles under the control of the contractor.

5.1.4 Expertise of Personnel10%

The driving history of employees of contractor

5.1.5 Operational Plan10%

Documentation of compliance with motor vehicles insurance requirements.

5.1.6 Financial Stability of Proposer ...10%

This is a financial analysis.

6) Any explanation or statement which the bidder wishes to make must be placed in the same envelope with the proposal, but shall be written separately and independently of the proposal and attached hereto. Unless the bidder so indicates, it is understood that the bidder is in strict accordance with the specification requirements. Harvest Network of Schools reserves the right to reject any and all explanations or statements, should it be in the best interest of the Network to remain in strict accordance with the specification requirements.

- 7) Harvest Network of Schools reserves the right to require, from the successful Contractor, a performance bond for the period of the contract, in the amount of 100% of the regular route. Upon such requirement, the bond shall be filed with the Operation Manager on or before the beginning of each contract year. The bond shall be placed with a surety company having a policyholders rating not lower than "A" and a financial rating not lower than "AAA" in the current edition of Best's Insurance Guide. Hopefully the financial soundness of the Contractor will preclude this requirement. Should the District require that a performance bond be provided, the cost of the bond shall be paid by the Contractor.
- 8) The bid shall be based on the premise that Harvest Network of Schools will not be responsible for financing, holding title to, or licensing vehicles. The bid will be the basis of award.
- 9) The Contractor shall provide background checks for all employee who works on a school bus and is in any way involved in the supervision of minor children. The Contractor shall also provide Harvest Network of Schools access to background check reports and results upon request. The Contractor shall notify Harvest Network of Schools, in writing, of its intention to hire any applicant with a past felony conviction. The proposer must specify how this requirement would be met. Harvest Network of Schools reserves the right and makes the final decision on Contractor's employees who may or do provide any service to the Network.
- 10) All figures given for passengers, routes, or lengths of routes are based on data available for the 2016-2017 school year. [NOTE SPECIAL CIRCUMSTANCES, e.g.: It is to be noted that there will be significant changes beginning in the 2017-2018 school year. Beginning on or about August 1, 2017, All proposals must satisfy our requirements of maintaining our current two tier system. Our current two tier system is set up to have Harvest Prep (HP), located at 1300 Olsen Memorial Highway and Best Academy (BA), located at 2131 12th Ave N. Both sites share the same routes and bussing. The tiers are split with BA scholars being AM unloaded 1st and HP 2nd. This tier system will happen again for our PM dismissal, sites having the same tier schedule.] The Mastery School (MS), located at 4021 Thomas Ave N. This site will not be a part of the tier system.
- 11) The minimum charge for regular routes will be for the 195 days of service.
- 12) Bidders must satisfy themselves, upon examination of these specifications, as to the intent of the specifications. After submission of the proposal, no complaint or claim that there was any misunderstanding in regard to items listed for bidding will be entertained from either party.
- 13) All bids shall be deemed final, conclusive and irrevocable and no bid shall be subject to correction or amendment for any error or miscalculation.
- 14) Bidders must include with their bid an audited financial report for the three (3) most recent fiscal years. In addition, each bid shall also be accompanied by:
 - A. A schedule for implementing the Agreement should your firm be selected as the successful Contractor. Your schedule should address:

1. Inspection of vehicles, facility and equipment
 2. Year, make and model of all vehicles
 3. Occupation of terminal facility
 4. Selection, any necessary training and employment of drivers
 5. Employee orientation, especially to District routes and schedules
- B. The corporate or individual history of the bidder.
- C. A job description summarizing the experience and qualifications of each position primarily responsible for the performance of the contract, or if the contract manager has not been identified or hired, the qualifications necessary to fill the position.
- D. An organizational chart showing the staffing and lines of authority for key personnel to be used in performing the contract. Include the name(s) and title of management staff responsible for the successful servicing of this contract if awarded.
- E. A summary by narrative, brochure, chart or other means showing the bidder's special qualifications and philosophy which may give the bidder the ability to satisfy all bid requirements. Proposer must clearly demonstrate prior experience in the field of home-to-school, special education needs and athletic transportation.
- F. A listing of credit references, including at least three (3) trade or industry suppliers with whom you regularly deal.
- G. A listing of three Minnesota school references you currently provide transportation services for.
- H. Balance sheets for the last three consecutive years if requested by the Network.
- I. A statement regarding any instances in which the Contractor, subsidiary or intermediary company, parent company or holding company has been indicted, accused or convicted of a crime or been the subject of a grand jury or criminal investigation. Statement must also list any order, judgment or decree of any court of competent jurisdiction permanently or temporarily enjoining it from, or otherwise limiting its participation in any type of business, practice or activity.
- J. A list of at least five (5) school bus contracts held over the last five years with at least 20 route buses. Examples used by proposers must have been continuous for a period of no less than five years duration.

- 15) The bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, county and other local government agencies, which may in any manner affect the performance of the contract, and in particular, such laws pertaining to safety. The Contractor, in performing under this contract shall not discriminate against any worker, employee or applicant, or any member of the public because of race, creed, color, age, sex or national origin, nor otherwise commit an unfair employment practice.
- 16) No contract shall be assigned or any part of the same subcontracted without written consent of Harvest Network of Schools, but in no case shall such consent relieve the Contractor from his obligations, or change the terms of the contract.
- 17) Contractor shall maintain all equipment solely at their cost used in the transportation of students in accordance with laws and regulations of the State of Minnesota regarding school buses, and such equipment shall be maintained in good mechanical order at all times to pass MNDOT school bus inspection. Buses shall be kept in clean and sanitary condition and open to examination by the Network at all times.
- 18) Contractor shall submit a description of the equipment that he proposes to use in carrying out the contract at the time of RFP submittal and, if the contractor is awarded the bid, prior to the beginning of each school year. The description of equipment must include year, model, capacity, fuel type and any special education needs equipment, including but not limited to, air conditioned buses, vans or vehicles, wheel chair buses, vans or vehicles, wheel chair lift buses, vans or vehicles
- 19) It is understood that all equipment furnished shall comply with all statutes, school bus specifications, and safety regulations in force, and that if any bus equipment owned by the Contractor fails at any time to comply in whole or in part during the term of the contract, it shall be replaced by the Contractor without expense to Harvest Network of Schools and without claims for adjustment per diem, or per trip, compensation.
- 20) If the successful proposer does not have adequate equipment at the time of award of the contract, the proposer shall present Harvest Network of Schools with a certified statement from an authorized dealer, manufacturer, or other reliable source, showing that all necessary equipment will be supplied and that all such equipment will be available on-site for use by the Contractor for performance of the contract at least thirty (30) days prior to the first date that pupil transportation services are to be provided. Equipment must be ordered within 14 calendar days after Harvest Network of Schools notification to the successful proposer(s) of approval of the School Board's award of the contract.
- 21) Standby buses in a number equal to ten percent (10%) of the regularly assigned route buses, meeting the same specifications of the route buses, shall be available on-site to provide extra-curricular service and to be used in the event any buses regularly transporting students shall be inoperable. Included in the 10% requirement for spare buses shall be a spare bus(es) equipped with a wheelchair lift.
- 22) These bid specifications shall be affixed to the contract entered into with the Contractor, and shall be considered an integral part thereof. Should there be determined that there is contradiction between the bid specifications and Contract, terms and conditions as stated in the Contract shall prevail.

- 23) The Contractor agrees that each morning before any school buses are used for transportation, the driver shall inspect same carefully for defects, and remedy any defects before using said vehicles.
- 24) All vehicles shall be equipped with an operable two-way FM-UHF or VHF radio (not citizen's band) capable of reliably maintaining contact with a base station. Contractor, at contractor's expense, will guarantee that the district, throughout the term of the contract and/or contract renewals or extensions, will be provided with (and contractor will maintain) two radios of the same type, quality, and with the same frequency and necessary specifications to communicate between district and contractor's base station. For routes where two-way radio communications are disabled by way of geographical features, the Contractor will insure that the best effort possible is extended to passing messages from one bus to another.

GENERAL CONDITIONS TO BIDDERS

- 1) The Contractor must adhere to all laws and policies of Minnesota and Harvest Network of Schools, and shall observe and comply with all laws and regulations pertaining to Equal Employment Opportunity and Fair Employment Practices.
- 2) **SUB-CONTRACTS**
Contractors shall bid on all routes in connection with these specifications. It is unacceptable to Harvest Network of Schools for the company to sub-contract any portion of the routes to other contractors.
- 3) **HOLD HARMLESS CLAUSE**
The Contractor agrees to indemnify, hold harmless and defend Harvest Network of Schools, their Board, and all administrators, employees, agents, or servants of either/or the Network, against all suits, actions, legal proceedings, claims and demands, and against all damages, loss, costs, expenses and attorney's fees, in any manner, caused by, arising from, incidental to, connected with or growing out of the operation of this contract.
- 4) **COLLUSIVE BIDDING**
The Bidder certifies that his bid is made without any previous understanding, agreement or connection with any person, firm, or corporation making a bid for the same project, and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.
- 5) **PERSONNEL**
Transportation vehicles shall not be operated by anyone other than a person holding the required license issued to him/her by Minnesota, and holding a school bus driver's license issued to him/her by the State of Minnesota, driver shall follow the normal and usual instructions and requirements of Harvest Network of Schools, and shall at all time comply with the motor vehicle laws of the State and all cities, in which such vehicles may be operated and shall present such reports to aid the Network as the Network may request.

It is recognized that, for the protection of the children, drivers and all other persons coming in contact with the students must be of stable personality and of highest moral character.

The responsibility for hiring and discharging personnel shall rest entirely upon the Contractor. Harvest Network of Schools shall request in writing the removal of any driver from the Network service who in their opinion is not suitable to operate a bus or provide service acceptable to the Network.

The Contractor shall underwrite all costs incurred to provide qualified drivers, monitors and aids. Such costs shall include all training, physical examinations, license and permit fees, recruitment and any other related fees.

6) SAFETY PROGRAM

The Contractor shall plan and administer a safety program in conformance with the State laws and regulations. The safety program must include, but is not limited to the following:

A. Bus Drivers

- 1) All driver applicants must meet acceptability requirements as indicated in Minnesota State laws.
- 2) All drivers must participate in both classroom and on the road training programs devoted to safety, proper bus operation, special education needs, rules and regulations, and first aid.
- 3) All drivers must participate in a defensive driving course as certified by the National Safety Council.
- 4) 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.
- 5) The Contractor, at Contractor's expense, shall investigate the driver's criminal record and Motor Vehicle Record with the State of Minnesota prior to hiring. Motor Vehicle Record (MVR) checks shall be conducted at least every six (6) months thereafter.
- 6) 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

- 1) The Contractor must assist and participate with the Network in providing safety programs as needed for their students.
- 2) All bus routes, bus stops, operation of vehicles, and driver activities must be conducted with the safety of the students as the prime concern.
- 3) In cooperation with Harvest Network of Schools, Contractor must provide training to the students of the Network on the proper boarding, disembarking, bus riding procedures, and evacuation procedures at least twice per year. In addition, Contractor will provide this training prior to students entering Kindergarten each year if the District requests such training.

- 4) The bus driver must continually monitor the behavior of all students to insure that safe bus riding procedures are being followed. If not, the Network must be notified immediately.

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

7) INSURANCE

Contractor shall carry, pay for, and keep in force, with a company or companies licensed to do business in Minnesota, comprehensive general liability and comprehensive automobile liability.

The Contractor shall provide Workers Compensation Insurance for its employees in statutory limits.

The Contractor shall present and maintain current certificates of insurance throughout the term of the contract to the Network giving evidence of the insurance coverage. A Certificate of Insurance or other evidence of insurability must be submitted with proposal. A Certificate of Insurance must be submitted annually to the District, upon renewal or upon obtaining a new insurance company, throughout the life of this transportation agreement.

Each insurance company shall agree not to terminate their coverage without thirty (30) days written notice to the Network and to the Contractor, and to include this clause in the insurance policy and in the certificate of insurance.

Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the contractor/permittee hereby agrees to effectuate the naming of the district as an unrestricted additional insured on the contractor's/permittee's insurance policies, with the exception of Workers' Compensation.

The policy naming the district as additional insured shall:

- be an insurance policy from an A.M. Best rated "secured" or better, Minnesota admitted insurer;
- provide for 30 days' notice of cancellation;
- State that the organization's coverage shall be primary coverage for the district, its Board, employees and volunteers.
- State that the policy affirmatively provides coverage for claims of negligent hiring, training and supervision, which may arise in the context of sexual molestation, abuse, harassment, or similar sexual misconduct.

The contractor/permittee agrees to indemnify the district for any applicable deductibles.

The insurance producer must indicate whether or not they are an agent for the companies providing the coverage.

Required Insurance:

- Commercial General Liability Insurance
\$1,000,000 per occurrence/\$2,000,000 aggregate.
- Automobile Liability
\$5,000,000 combined single limit for owned, hired and borrowed and non-owned vehicles.

- Workers' Compensation
Statutory Workers' Compensation and Employers' Liability Insurance for all employees.

Contractor/permittee acknowledges that failure to obtain such insurance on behalf of the Network constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the district. The contractor/permittee is to provide the district with a certificate of insurance, evidencing the above requirements have been met, prior to commencement of work or use of facilities.

8) ROUTES AND SCHEDULES

The school district will provide to the successful contractor a complete listing of eligible passengers along with their home address, grade, and school assignment. In addition, the district shall make arrangements to update such listings for the contractor over the summer recess with respect to additions and deletions of students requiring transportation

Harvest Network of Schools will make available to the successful contractor a listing of Board approved guidelines for pupil transportation within the Network along with a complete listing of approved walking zones for each school.

All routing shall become the responsibility of the contractor, subject to District approval. Routing software, e.g. Versa Tran is necessary to plan efficiency of service. Contractor, will have and maintain, at Contractor's cost, routing software to be used for District purposes, and will provide the District, at Contractor's cost, a valid license to load and operate same software to communicate and interface between Contractor and the District.

Routes developed by the contractor are to be completed by July 15, and submitted in hard copy and electronically using software compatible with District software, of each year of the contract and forwarded to the Network for approval. Routes will indicate a route number, bus number, all stop locations, estimated number of passengers and start and end time for the route. The Network will cooperate with the contractor by approving the routes or suggesting needed changes in a reasonable and timely manner.

Conflicts regarding eligibility of riders and stop locations will be decided by Harvest Network of Schools or its designee. The contractor agrees to abide by all decisions of the Board in this area.

All schedules shall be in keeping with safety to school children so as to deliver students within a reasonable time, as determined by the Network, prior to the start of school and so as to deliver them to their respective stops within a reasonable time, as determined by the Network, after the final loading of the bus. Contractor and Contractor's staff will provide and maintain, for all drivers, up to date student names and if available addresses, of all students assigned to their routes. Drivers will keep such student logs with them when driving and will maintain student confidentiality at all times. Contractor will immediately provide Harvest Network of Schools with such student logs when requested by the Network.

9) REQUIRED RECORDS

The Contractor shall maintain complete and accurate records of all trips provided and all miles traveled under this contract, all disciplinary actions, and such other reports the Network may request and/or such other reports which may be required under all applicable laws.

- 10) **EMERGENCY CANCELLATION OF TRANSPORTATION**
The Contractor will follow Harvest Network of Schools procedures for emergency cancellation of transportation in those cases where weather conditions may preclude the movement of buses or be a safety concern. Contractor, at Harvest Network of Schools request, will provide professional advice prior to Network cancellations due to weather conditions, or emergency closings.
- 11) **CANCELLATION**
In the event that either Harvest Network of Schools or Contractor shall willfully violate any of the covenants or duties imposed upon by this Agreement, such willful violation shall entitle the other party to terminate this Agreement. The party desiring to terminate for such cause shall give the offending party ninety (90) days written notice to remedy the violation. If at the end of such time the party notified has not removed the cause of complaint or remedied the purported violation, then this Agreement shall be deemed terminated.
- 12) **CONTRACTOR NOT AN AGENT**
The Contractor shall not be held or deemed in any way to be an agent, employee, or official of the District, but rather an independent Contractor furnishing transportation services to the District.
- 13) **SUPERVISION OF LOADING AND UNLOADING**
The Contractor agrees that the driver of each bus shall supervise the loading and unloading of his/her bus at all pick-up and delivery points and the Contractor will provide office operation for reporting transportation problems.
- 14) **STUDENT MANAGEMENT**
Rules and regulations regarding bus passenger discipline shall be given to each student and to the Contractor by the District. When a passenger causes an undesirable situation on any bus, the driver shall report passenger's name and/or description of the situation to his supervisor, who shall, no later than the following day, turn in a report to the District. All vandalism damages to the Contractor's equipment or facilities will be the responsibility of the Contractor; however, the Districts will assist the Contractor in receiving restitution for damaged equipment.
- 15) **OPERATING EXPENSE**
The Contractor shall provide and compensate its drivers and other personnel and pay all expenses pertaining to operating the buses, such as State license, oil, lubrication, tires, antifreeze, all repairs and maintenance, storage, washing, and fuel.
- 16) **FUEL & FUEL STORAGE**
The Contractor shall provide fuel for the operation of the buses under this contract. In order to provide the lowest fuel expense and greatest fuel economy, all buses provided by the Contractor for service under this contract must be powered by diesel engines. The Contractor will be responsible for compliance with all State and Federal Environmental Protection Agency (EPA) guidelines, rules and regulations concerning bulk fuel storage.
- 17) **EQUIPMENT**
At any and all times during the life of this contract, the average age of the bus fleet will not exceed six (6) years, and the maximum allowable age for any single vehicle is twelve (12) years old. All buses, including spares, will be diesel powered.

An automated 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.

18) CONTRACT

CONDITIONS

Compensation:

Transportation of students to and from school is required for a minimum of 195 days during the regular school term.

PROJECT DESCRIPTION

Harvest Network of Schools is located in Hennepin County, Minnesota.

The following information is a summary of Harvest Network of Schools current pupil transportation program.

Current Transportation program:

Harvest Network of Schools currently has 19 routes, serving Minneapolis, Brooklyn Park, Robbinsdale, Crystal, St. Paul, and other surrounding areas. We serve approximately 960 scholars daily on our various routes.

Transportation program beginning August 1, 2017 – June 8, 2018:

The intent of the district is to have school bus transportation for our scholars who attend three different locations, adhering to the school hours as follows: School start time is 7:45a.m. and ends at 3:45p.m.

Given the above school hours schedules, potential bidders must base their bids on the following:

- 1) The first student pickup should be no earlier than 6:00a.m. and the last student drop off time no later than 5:30 p.m. Using as few busses as necessary. Allowing routes 1 hour and 45 minutes of running time for AM and PM routes.
- 2) Using a minimum number of busses for cost efficiency while maintaining all student safety requirements.

Your proposal must include the number of buses; daily and annual cost per bus; size of bus; meeting all MNDOT and Network District specifications. In addition, your written plan must include hours of student pickup, arrival at school, departure from school, and last student drop off time.

In addition, you must include an hourly rate for late buses, field trips, and other school transportation needs, as well as hourly or trip cost for monitors or aids. Contractor will be responsible for hiring monitors or aids for any transportation need. Monitors or aids are always needed; therefore, Contractor must maintain a current personnel list of employees to meet Harvest Network of Schools needs. Harvest Network of Schools maintains removal of monitors or aids as it does for other employees of the Contractor.

PRICING PAGE

CONTRACTOR: _____

DATE: _____

Regular Transportation Vehicle Type	Total Number of Vehicles	Total Number of Days per Year	Cost per Bus per Day	Total Cost per School Year
78/89 Passenger				
65/77 Passenger				
48/54 Passenger				
29-42 Passenger				
19-28 Passenger				
Special Needs Trans.				
35/48 Passenger				
Wheel chair busses				
Wheel chair bus with lift				
Special trips hourly rate				
Vocational				
Late buses				
Sub Total				
Sports / Activity Trips				
Grand Total				

Submitted By:

DATE: _____

FIRM NAME: _____

ADDRESS: _____

BY: _____

TITLE: _____

TELEPHONE: _____