

**BID REQUEST
ORCHARD VIEW SCHOOLS
TRANSPORTATION
EMPLOYMENT SERVICES**

All bids must be received on or before 2:00 pm on April 20, 2011.

Bids should be marked

“Transportation Employment Services”, enclosed in a sealed envelope, and addressed to Orchard View Schools Administration, Attention: Kim Bidwell, 35 S. Sheridan Drive, Muskegon, MI 49442. The bid packet can be picked up at the Administration Office between the hours of 7:30 am to 4:00 pm, Monday through Friday, or at www.orchardview.org. Questions can be directed to Kim Bidwell at (231)760-1304. The Orchard View Schools Board of Education reserves the right to accept or reject any or all bids, and to waive any informality or irregularity in any bid received.

ORCHARD VIEW PUBLIC SCHOOLS

EMPLOYMENT MANAGEMENT SERVICES **REQUEST FOR PROPOSALS AND SPECIFICATIONS ("RFP")**

March 26, 2011

SUMMARY

ORCHARD VIEW PUBLIC SCHOOLS invites proposals for the provision of employment and comprehensive personnel management services for licensed and trained school bus drivers.

The vendor would implement and provide all personnel management, payroll, training, benefits, and related services required under federal and state law and by the terms of this "request for proposal(s)" and any subsequent contractual agreement(s) necessary to sustain the staffing levels of pupil transportation operations in the participating school districts.

Each participating school district would continue to direct its pupil transportation operations in every respect except for the employment of drivers. Local districts would utilize drivers assigned by the vendor according to scheduling requests provided by the districts.

Proposals are due at the ORCHARD VIEW PUBLIC SCHOOLS Administration Office, 35 S. Sheridan Drive, Muskegon, Michigan 49442, no later than April 20, 2011 at 2:00 p.m. Each proposal must be an original and hard copy, and signed by an authorized member of the proposer's firm. The proposer shall also submit with signed original of its proposal two (2) complete copies of the signed original proposal. No faxed or emailed proposals will be accepted. Proposals should be sealed, should bear the name and return address of the provider; should be clearly labeled "Transportation Employment Proposal"; and should be directed to Kim Bidwell, Director of Business & Personnel.

The ORCHARD VIEW PUBLIC SCHOOLS operates according to an equal opportunity philosophy.

PROPOSAL CONDITIONS

The following conditions are considered an integral part of this request for proposals. Potential providers are required to comply with the following conditions as part of submitting their proposal:

1. The proposal shall not be withdrawn and shall be irrevocable through June 30, 2013

2. Questions regarding proposal procedures, rules, content, specifications, requirements, etc., may be directed to Kim Bidwell at (231) 760-1304.

3. Specifications and requirements provided here are intended to describe the desired service and its parameters. An alternative may be offered, if deviations from the specifications are minor and provided that deviations are clearly specified. Failure to outline such deviations may be grounds for rejection of the proposal.

4. The ORCHARD VIEW PUBLIC SCHOOLS will retain sole authority for determining what constitutes an acceptable deviation from the specifications/requirements.

5. Proposals may be withdrawn at any time prior to the proposal opening date and time by placing a withdrawal request in writing and submitting it to ORCHARD VIEW PUBLIC SCHOOLS, Attn: Kim Bidwell, 35 S. Sheridan Drive, Muskegon, Michigan 49442.

6. The ORCHARD VIEW PUBLIC SCHOOLS reserves the right to accept or reject any or all proposals; reserves the right to award the contract to a bidding entity other than the low bid entity; reserves all rights granted to it by law; and reserves the right to waive formalities and to take such action as it deems necessary in the best interest of the ORCHARD VIEW PUBLIC SCHOOLS and its constituent school districts.

7. The ORCHARD VIEW PUBLIC SCHOOLS shall evaluate the proposal(s) and award any contract in consideration of the proposal that is most advantageous to the recipient. Factors to be considered shall be based on, but not limited to, the following:

- Cost
- Experience, integrity, compliance with public policy, financial and technical resources, and other qualifications of the proposing entities.
- Interview with potential providers by ORCHARD VIEW PUBLIC SCHOOLS and/or local school districts.
- Adherence to specifications and requirements.

8. Any errors, omissions, or discrepancies in the specifications discovered by a proposing entity must be brought to the attention of the ORCHARD VIEW PUBLIC SCHOOLS immediately. Such errors shall be promptly corrected for proposing entities and no proposing entity shall be permitted to take advantage of or suffer harm from these errors.
9. All proposals must be sealed. The proposing entity's name and address must appear on the outside of the envelope. The words "Transportation Employment Proposal" must also appear on the envelope.
10. Proposals will be publicly opened and read aloud at the ORCHARD VIEW PUBLIC SCHOOLS Administration Office on Wednesday, April 20, at 2:00 p.m. Any interested parties may attend.
11. Each proposer is responsible for submission of its proposal. No proposals shall be accepted after the due date noted in the "Summary" section. ORCHARD VIEW PUBLIC SCHOOLS is not liable for any delivery or postal delays. No award will be made at the time of opening.
12. Submitters of proposals may call the ORCHARD VIEW PUBLIC SCHOOLS offices at (231) 760-1304 to obtain a bid tally on or after May 4, 2011.
13. All proposals shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner and/or any employee of the proposer or any member of the Board of Education or Superintendent of ORCHARD VIEW PUBLIC SCHOOLS, a copy of which Familial Disclosure Affidavit is attached this RFP as Exhibit "A". Bid proposals that do not include this sworn and notarized Familial Disclosure Affidavit will not be considered or accepted by the Board of Education.
14. All proposals received after the date and time specified in the "Summary" section will be returned to the proposer unopened.
15. Each proposer by its submission of its proposal releases ORCHARD VIEW PUBLIC SCHOOLS, its Board of Education, employees and agents from any claims arising out of, or in any way related to, the RFP process and the selection of the provider.
16. The proposer is responsible for any and all costs incurred by it or others acting on its behalf in preparing or submitting a proposal or otherwise responding to the RFP, or any negotiations incidental to its proposal for the RFP.
17. Any decision made by ORCHARD VIEW PUBLIC SCHOOLS, including the selection of a provider, shall be final.

18. ORCHARD VIEW PUBLIC SCHOOLS reserves the right to request additional information from any or all proposers.

19. ORCHARD VIEW PUBLIC SCHOOLS reserves the right to negotiate with the proposer concerning their proposals.

SCOPE AND SPECIFICATIONS

Local school districts have traditionally provided comprehensive transportation services to qualifying students. These operations have included the employment, training, and management of school bus drivers and other support staff; the acquisition and maintenance of vehicles; vehicle routing; customer service; compliance with operational laws and rules; and related activities.

School financial issues demand that local districts exercise all viable strategies for lowering non-classroom operating expenses to avoid reductions in academic programs and services.

This RFP seeks to accomplish a portion of that objective by contracting for the employment of school bus drivers with a qualified vendor of personnel management services.

Specifically, the vendor selected under this RFP would become responsible for the following:

1. Recruiting, pre-employment screening, hiring, qualifying, certifying, disciplining and terminating, if necessary, all drivers, and ensuring required training and licensing for drivers and substitute drivers necessary to fulfill the needs of participating school districts and applicable law. Specifically, the vendor shall ensure that all drivers are in compliance with all legal requirements, including without limitation, the Pupil Transportation Act, Public Act 27 of 1990, as amended, and the Revised School Code, MCL 380.1., et seq., as amended. (See "School District Responsibilities" for Training Reference).
2. Obtaining and maintaining all legally required employment benefits and/or insurance coverage for this category of employee, including adequate liability insurance to ensure protection of participating school districts.
3. Operating a viable payroll system which meets all current federal, state, and local requirements. (See "School District Responsibilities" for Reporting Hours Reference)
4. Conducting all payroll and benefit reporting requirements in full compliance with all federal, state, and local law.

5. Establishing and maintaining any fringe benefit options for bus drivers (401-K plans, health insurance, paid leave time, etc) deemed necessary and/or desirable by the vendor.
6. Ensuring that routine driver scheduling requests submitted by participating local school districts are always filled without fail by either a regular or substitute driver. Failure to ensure coverage of properly submitted and timely requests and schedules shall result in a financial penalty to the vendor of \$100.00 per incident.
7. Ensuring that drivers satisfactorily perform all pre-trip, between trip, and post-trip inspections and operations required by law and/or by each participating district.
8. Ensuring that drivers conduct their scheduled routes and runs in a safe, efficient and reliable manner and according to specific information provided by the participating district and according to the district's current operational needs and requirements.
9. Ensuring the provision of all beginner and advanced bus driver training required by law is provided by the Muskegon-Ottawa training agency consortium.
10. Ensuring that every participating bus driver undergoes the same level of fingerprinting records check required by law for public school employees.
11. Requiring that any arrest/arraignment of a participating driver is reported to the vendor within three (3) business days of the action and ensuring that the ORCHARD VIEW PUBLIC SCHOOLS is notified immediately thereafter.
12. Ensuring that every employed bus driver is included in a mandated random drug and alcohol screening program and that the vendor shall observe all requirements of the Omnibus Transportation Employee Testing Act.
13. Ensuring that bus drivers are not permitted to operate a school bus if s/he:
 - a. Has six or more points on his/her driver's license
 - b. Has failed to pass all drug and alcohol testing requirements
 - c. Has failed to pass required training within established time frames
 - d. Has allowed her/his required license and endorsements(s) to lapse
 - e. Has been involved in a personal injury accident in the school bus
 - f. Has a lapsed Michigan Department of Education physical card
14. Ensuring that every employed bus driver has passed a physical examination which meets the requirements of the Michigan Department of Education.

15. Providing the ORCHARD VIEW PUBLIC SCHOOLS with a bi-weekly invoice in such detail as the ORCHARD VIEW PUBLIC SCHOOLS may reasonably require.
16. Ensuring that no portion of the contracted services are subcontracted without the prior written consent of the ORCHARD VIEW PUBLIC SCHOOLS.
17. Providing the ORCHARD VIEW PUBLIC SCHOOLS, on a semi-annual basis, information required for the Registry of Educational Personnel (REP) in an electronic format approved by ORCHARD VIEW PUBLIC SCHOOLS.
18. Agreeing that the vendor may only terminate a signed contractual agreement for these services on July 1 of any year. Vendor must provide notice no later than March 1 of any year, delivered by registered mail to the ORCHARD VIEW PUBLIC SCHOOLS, of the desire to terminate the agreement.
19. Ensuring that every driver has and maintains a valid commercial drivers license, appropriate to the vehicle that is being driven, with a passenger and school bus endorsement as issued by the State of Michigan, together with any applicable federal licensing requirements.
20. Ensuring that each driver shall have a certified safe driving record and no felony conviction for drugs or child abuse or any other felony related to the safe transportation of children, whether or not associated with the operation of a motor vehicle. ORCHARD VIEW PUBLIC SCHOOLS reserves the right to review all findings on a case by case basis to determine applicant qualification and eligibility.
21. Providing if requested by ORCHARD VIEW PUBLIC SCHOOLS, copies of all Secretary of State abstracts, conviction record transcripts and references on all drivers.
22. Providing if requested by ORCHARD VIEW PUBLIC SCHOOLS, a plan and implementation strategy for a comprehensive safety program, which program shall include, but not be limited to, regularly scheduled safety meetings for drivers that shall, at a minimum, meet and/or comply with all applicable federal and state legal requirements.
23. Ensure that the transportation of students with special needs or when a vehicle or equipment requires any special expertise, all drivers transporting those students and operating those vehicles must demonstrate proficiency and/or complete special training relevant to those special requirements.
24. Ensure that there is retraining after a preventable accident or incident or

after a driver's evaluation.

25. Ensuring that drivers shall not smoke, possess, consume or be under the influence of alcoholic beverages or controlled substances while providing services prior to undertaking such duty within the timeframe specified in applicable legal requirements, in particular the Pupil Transportation Act or otherwise in the exercise or reasonable judgment.

26. Ensuring that adequate and sufficient management/supervisory staff is provided to assure that the services are properly provided.

The ORCHARD VIEW PUBLIC SCHOOLS and/or the participating school districts would become responsible for:

1. Providing legally appropriate information and/or references requested by the vendor regarding bus drivers previously employed by the school district(s).
2. Furnishing the vendor with a verified record of hours worked within each pay period by drivers assigned by the vendor to the school district.
3. Providing the vendor with specific requests for driver assignment which include, at minimum, the days, hours, type of service required, and any other factors required by the vendor to ensure that the request(s) can be fulfilled. Such requests should be received by the vendor at least three (3) business days prior to the required service for routine needs. Emergency requests may be submitted at any time with the understanding that the vendor will make every effort to provide a qualified driver.
4. Facilitating the fingerprinting process, at the vendor's cost, necessary to execute required criminal history reports.
5. Facilitating the scheduling of required training via the Muskegon-Ottawa training agency consortium.
6. Facilitating the necessary affiliation with a certified drug and alcohol screening agency.
7. Ensuring that the vendor has a means of monitoring drivers' license points and endorsements.
8. Conducting all local district transportation operations with the exception of those driver employment segments described herein.

9. Providing all on-board equipment required to ensure student safety and training drivers employed by the vendor to properly use that equipment.
10. Maintaining a mutually satisfactory communications link with the vendor.
11. Ensuring that assigned drivers are provided with up-to-date information necessary to deliver safe and dependable transportation.
12. Promptly providing payment to the vendor for appropriate, accurate invoices.

MUTUAL AGREEMENTS AND TERMS

Both parties agree that:

1. The contract shall require that the vendor indemnify, defend and hold harmless ORCHARD VIEW PUBLIC SCHOOLS, its Board of Education, employees and agents from and against all claims, causes of action, loss, and damage, including without limitation ORCHARD VIEW PUBLIC SCHOOLS's actual attorneys' fees and costs, arising out of or in any way related to the vendor's services.
2. The contract document(s) shall be written for three years with an option to renew for additional years. The initial contract is expected to commence on July 1, 2011 and would expire on June 30, 2013, unless renewed or terminated by accepted means.
3. The contract will contain specific procedures for complying with all terms and specifications noted herein.
4. The contract will contain specific procedures for maintaining the confidentiality of any information obtained or required to ensure safe services to students in the consortium.

RFP SUBMISSION REQUIREMENTS

Vendors submitting a proposal should include the following information:

1. A brief description of the agency/company, including a history of service delivery of this type, a list of current customers we may contact (with phone number(s) and addresses), and any available brochures about your business.
2. A description of any deviations from the stated specifications or clarifications which are germane to the proposed services and/or costs.
3. Evidence that the vendor is an equal opportunity employer.
4. A complete description and costs of any proposed “elective” benefits to be provided to the drivers employed.
5. A proposed wage scale, including benefits, for both regular and substitute school bus drivers.
6. A proposed fee for service (including the vendor’s profit) expressed as a coefficient to be multiplied by the total of the actual wages.
 - a. Includes tiered fee schedule to account for an increase of required drivers during the term of the contract
7. Any proposed/anticipated cost increases for the second and third years of an agreement. Please express any such increases in the form of a revised coefficient and drivers cost for each of those years.
8. Contact information, including the name, address, phone number, e-mail address, and mailing address of the vendor’s primary contact person.

9. The proposer certifies that their proposal is made without any previous undertaking, agreement or connection with any person, firm or corporation making a proposal to provide the same services and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action. Each proposal shall, to the extent possible, include in their proposal the following:

- a. Information which will serve as an introduction of your company on business letterhead.
- b. The proposer's background and qualifications of the person who will be involved with ORCHARD VIEW PUBLIC SCHOOLS.
- c. Describe the chain of command and reporting relationships. Include an enclosed organizational chart. This organizational chart must reference where an ORCHARD VIEW PUBLIC SCHOOLS liaison would be placed.
- d. Describe any other similar public K-12 school districts in which your company has contracted to provide same or similar services requested in the RFP.
- e. Describe any computer systems and software programs you propose to utilize in providing the requested services.
- f. Describe the scope of the proposer's formalized in-service training and educational programs.
- g. Evidence of the proposer's ability to provide adequate insurance coverage to protect the interest of themselves and ORCHARD VIEW PUBLIC SCHOOLS.
- h. Describe any other resources to be provided by the proposer, which would result in a safe and efficient delivery of the requested services.
- i. Provide references, including contact name, address, phone number, fleet size and scope of services for other services currently being provided or provided in the past of a similar nature to the requested services.
- j. Include a letter setting forth proposer's agreement to be bound by the terms and conditions of the RFP.
- k. Any other information that the proposer believes is relevant to evaluate the proposer's ability to provide the requested services.

EXHIBIT "A"

Familial Disclosure Form

The undersigned, the owner or authorized officer of _____ (the "Proposer"), pursuant to the familial disclosure requirement provided in the Orchard View Public Schools ("ORCHARD VIEW PUBLIC SCHOOLS") Employment Management Services Request for Proposals and Specifications, hereby represent and warrant, except as provided below, that no familial relationships exist between bidder(s) or any employee of ORCHARD VIEW PUBLIC SCHOOLS, and any member of the Board of Education of the School District or the Superintendent of the School District.

List any Familial Relationships:

ORCHARD VIEW TRANSPORTATION

<u>Driver #</u>	<u>Salary</u>	<u>Rate</u>	<u># of Hours</u>
1	27680.34	20.03	1382
2	23754.01	20.03	1186
3	28957.24	20.03	1446
4	2226.12	9.85	226
5	9014.03	16.85	535
6	30656.23	20.03	1531
7	21076.63	20.03	1052
8	15330.52	18.69	820
9	25430.41	20.03	1270
10	34135.12	20.03	1704
11	2708.76	9.85	275
12	20946.53	20.03	1046
13	26381.83	20.03	1317
14	1453.33	16.85	86
15	6902.82	9.85	701
16	14124.52	16.85	838
17	750.14	9.85	76
18	16773.05	18.05	929
19	20534.29	20.03	1025
20	1381.02	9.85	140
21	26751.02	20.03	1336
22	21206.55	18.05	1175

\$ 378,287.79**20096**