



Luzerne County Head Start, Inc.

Building Strong Families Since 1965

REQUEST FOR PROPOSAL AND CONTRACT FOR PRESCHOOL BUS TRANSPORTATION

DATE: June 18, 2021

GENERAL INFORMATION:

PURPOSE:

This Request for Proposal (RFP) is to contract for Preschool Transportation Services for Luzerne County Head Start, Inc. (LCHS). Price quotes/proposals must be received no later than 4:00 PM, Monday, July 12, 2021

Luzerne County Head Start, Inc. will be accepting request for proposals (RFP) for Preschool Bus Transportation Services that would begin on August 30, 2021. Luzerne County Head Start, Inc. will lease our fleet of three buses to the awarded Contractor. The Contractor will then be responsible for insurance, maintenance, inspections, drivers, bus monitors, and gas. It is our intention to determine the most responsible Contractor through evaluation of various criteria including, but not limited to: a minimum of three (3) years of preschool student bus transportation experience, cost (overall cost of services to be rendered), quality of management and operations, company and employee stability, service reputation, training program; including CDL for drivers and CPR training for bus monitors and drivers, drug testing with results supplied to Luzerne County Head Start, Inc.

EVALUATION and AWARD PROCESS

After determining that the proposal have attached all required documentation, Luzerne County Head Start, Inc. shall use objective analysis in conducting a comparative assessment of all of the proposals. After the initial screening process and review of references, an interview may be conducted with the Contractor. The following method of evaluation will be used;

Years of experience with preschool, infant, and toddler transportation	Up to 5 points
Cost	Up to 5 points
Stability—Company	Up to 5 points
Stability—Employees	Up to 5 points
References	Up to 5 points
Training program—CDL requirements	Up to 5 points
CPR Trained staff	Up to 5 points
TOTAL	Up to 35 points

Web address: <http://www.lcheadstart.org> E-Mail: lchsinfo@hsweb.org

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Criteria	3 points	4 points	5 points	Score
Years of experience in preschool, infant, toddler transportation	3 year experience	3-5 years experience	5+ years experience	
Cost	Highest	Mid	Lowest	
Stability—Company	Less than 5 years company is in business	5-10 years company is in business	10+ years company is in business	
Stability—Employees	50% of employees have been employed less than 5 years	51-75% of employees have been employed more than 5 years	76-100% of employees have been employed more than 10 years	
References	3 references listed with required and exceptional experience	3-5 references listed with required and exceptional experience	5+ references listed with required and exceptional experience	
Training program—CDL requirements	Less than 50% of Employees are trained with proper requirements up to date	More than 50% of Employees are trained with proper requirements up to date	All Employees are trained with proper requirements up to date	
CPR Trained staff	Less than 50% of Employees are trained	More than 50% of Employees are trained	All Employees are trained	
Total Score				

INSURANCE REQUIREMENTS:

The Contractor will provide, prior to work commencing, a Certificate of Insurance, which satisfies Luzerne County Head Start, Inc. insurance requirements as outlined below. The Certificate of Insurance must name Luzerne County Head Start, Inc., as additional insured and certificate holder.

- Commercial General Liability
 - Minimum limit of \$1,000,000 per occurrence and \$2,000,000 general aggregate
 - Must include personal injury and contractual liability
 - Must include Luzerne County Head Start, Inc. as the additional insured

- Automobile Liability
 - Must have a minimum limit of \$1,000,000 combined single limit

- Abuse or Molestation Liability
 - Must have a minimum limit of \$1,000,000 per occurrence

- Worker's Compensation
 - Worker's Compensation & Occupational Disease insurance in compliance with all statutory laws of the State of Pennsylvania and Employers Liability Insurance in the amount of \$500,000/\$500,000/\$500,000 each person and each occurrence applicable to persons employed or otherwise retained by Contractor.

- Excess Liability
 - Umbrella/Excess Liability insurance in the amount of \$1,000,000 each occurrence and \$1,000,000 general aggregate
 - Must include Luzerne County Head Start, Inc. as the additional insured

- Notice of Cancellation
 - The Certificate of Insurance must provide a definitive 30-day notice in the event of cancellation or material change in policy terms and conditions.

SCOPE OF SERVICE

1. To provide safe transportation to and from school and school-related functions such as study trips. A school year will have a minimum of 180 school days, but may have more days as warranted. Luzerne County Head Start, Inc. will only be billed for days that service is provided by the Contractor.
2. All children must be placed in a five (5)-point harness system. Harness system will be provided by LCHS to the Contractor.
3. Provide an annual safety inspection including annual State Police inspections/Department of Transportation and other applicable law enforcement agencies. A copy of all inspections will be given to the Director of Operations within a week after inspection
4. Contractor will carry out all systematic preventive maintenance on vehicles.
5. The Contractor will provide daily pre-trip bus inspection given to the Director of Operations on a weekly basis. LCHS will provide the form for the pre-trip inspection. Contractor will withdraw a bus from services if a serious defect exists, which includes, steering, brakes, primary vision, exhaust, wheels, tires, or any other serious condition which may make the vehicle unsafe for student transport and will repair the issue. If too serious of a repair, will discuss with LCHS.
6. The Contractor agrees to comply with and observe all provisions of the PA vehicle Code and all other applicable laws.
7. The Contractor allows for bus runs that only allow students minimal riding time to and from school, which will not exceed 60 minutes of riding time per run.
8. The Contractor will maintain proper behavior of bus monitors and bus drivers including an agreement on confidentiality.
9. The Contractor will ensure the safety and supervision of all students.
10. The Contractor will have a close working relationship with the Director of Operations of LCHS.
11. The Contractor will ensure that the fleet is equipped, at Contractor's expense, with an emergency communication system that is clearly labeled and appropriate.
12. Luzerne County Head Start, Inc. will supply each bus with a video camera that must be turned on the moment the driver turns on the bus until the moment the driver parks the bus at the end of the day. The Contractor will ensure that the camera is safe and secure at all times and will maintain the camera as well as replace it if it lost, stolen, or damaged.

13. The Contractor will supply LCHS a copy of their Substance Abuse Prevention Plan and conduct random drug screenings. The reports of the random drug screening will be supplied to LCHS within a week of receipt to the Contractor
14. The Contractor will invoice Luzerne County Head Start, Inc. for the days of service on a bi-weekly or monthly basis using the applicable rates as set forth in proposal. All invoices will detail the services provided including the number of service days, dates of service, and daily cost of bus aide.
15. The Contractor will assist the Director of Operations with bus routes, if needed.
16. The Contractor will provide at least one bus monitor on board each bus at all times.
17. The Contractor is to provide skilled, well-trained staff.
 - a. Drivers-
 - Must attend mandated training at initial employment and then annually thereafter provided by Luzerne County Head Start, Inc.
 - Must be evaluated in writing by on-board observation of road performance annually by Contractor and evaluation submitted to LCHS within a week after evaluation was completed.
 - Must have a valid Commercial Driver’s License (CDL) for vehicles in the same class as the vehicle the driver will operate
 - Must meet any physical, mental, and other requirements necessary to perform job-related functions with any necessary reasonable accommodations.
 - Have required clearances; including PA State Police Criminal Record Check, PA Child Abuse History Clearance, FBI Criminal Background Check, and Certificate of Child Abuse Training.
 - Be certified in child Cardio Pulmonary Resuscitation (CPR) and first aid.
 - Will **not** make U turns or back up.
 - Will allow parents/guardians on the bus if allowable by LCHS.
 - Will supply the Director of Operations and Center Manager monthly reports including; evacuation drills, route changes, and time changes.
 - Maintain roll books, seating charts, and emergency contacts.
 - b. Bus Monitors-
 - Must have high school diploma/equivalent
 - Must attend mandated training at initial employment and then annually thereafter provided by Luzerne County Head Start, Inc.
 - Be certified in child Cardio Pulmonary Resuscitation (CPR) and first aid
 - Have required clearances; including PA State Police Criminal Record Check, PA Child Abuse History Clearance, FBI Criminal Background Check, and Certificate of Child Abuse Training.
 - Maintain roll books, seating charts, and emergency contacts.
 - Be positive and talk with the children while on the bus

18. The Contractor will include LCHS as part of the driver application process. The review process must ensure, at a minimum:
 - a. Disclosure by the applicant of all moving traffic violations, regardless of penalty.
 - b. A check of the applicant's driving record through the appropriate state agency, including a check of the applicant's record through the National Driver Register.
 - c. A check that drivers qualify under the applicable driver training requirements in the state of Pennsylvania.
 - d. A medical examination, performed by a licensed doctor of medicine or osteopathy, establishing that the individual possesses the physical ability to perform any job-related functions with any necessary accommodations.
19. The Contractor agrees to assist Luzerne County Head Start, Inc. in complying with all of the terms and conditions governing grants under Section 204 and 205 of the Economic Opportunity Act of 1964, and other governing laws and regulations.
20. The Contractor will abide by all Head Start Performance Standards related to transportation.
21. The Contractor agrees to provide Luzerne County Head Start, Inc. with the following documentation for each bus driver and bus monitor:
 - a. Annual Commercial Driver's License with P Endorsement
 - b. Annual School Bus Driver's S Endorsement (DL CD)
 - c. Annual Physical Certification (DL 742)
 - d. Certification of Act 151 PA Child Abuse History Clearance
 - e. Certification of Act 34 PA State Police Criminal Record Check
 - f. Certification of Act 72 FBI Criminal Background Check via DHS registration.
 - g. Certificate of Child Abuse Training

In the event that a child is left on the bus, left off the bus without the supervision of a parent/guardian, or not supervised at any time, the driver and the bus monitor will be immediately terminated from their position. The awarded Contractor would be fined \$5,000 per incident and any additional costs sustained. Luzerne County Head Start, Inc. has a zero tolerance for this negligent act which can cause the agency to cease business.

Contract period for services will begin on or about August 30, 2021, and shall continue for a period of Five (5) years – August 1, 2026. The Contractor understands that the increase of cost per bus run and bus monitor cost will coincide with the Cost of Living Adjustment and satisfactory performance. Either party may terminate the contract for just cause during the contract period with sixty (60) days written notice. Upon receipt of such notice, all obligations and liabilities of Owner under this contract shall terminate.

Luzerne County Head Start, Inc. may, at its discretion, request presentations by or meetings with any or all Contractors, to clarify or negotiate modifications in the Contractor's proposal.

Luzerne County Head Start, Inc. reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Contractor can propose.

Luzerne County Head Start, Inc. will make a final decision based a minimum of three (3) years of preschool student bus transportation experience, cost (overall cost of services to be rendered), quality of management and operations, company and employee stability, service reputation, training program; including CDL for drivers and CPR training for bus monitors and drivers, drug testing with results supplied to Luzerne County Head Start, Inc.

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP
2. The proposal is not complete

Required documentation supplied with proposal

1. A letter of debarment must be included with the proposal
2. A cost per bus route which includes;
 - a. all children picked up/dropped off at a bus stop with parents/guardians entering the bus
 - b. each child being placed in a 5 point harness system by the bus monitor
3. A daily cost per bus monitor
4. Proof of Insurance
5. Proof of Worker’s Compensation
6. Proof of training plan
7. References listing experience of transporting preschool,
8. Total number of employees
9. Number of years served by employees- Stability percentages
10. Number of years business has been in business

Each proposal shall be delivered to Luzerne County Head Start, Inc. no later than **4:00 PM on Monday, July 12, 2021** to:

Luzerne County Head Start, Inc.
C/O Dawn Smith
23 Beekman Street
Wilkes-Barre, PA 18702

CONTACT: Dawn Smith—Director of Operation
PHONE: 570-829-6231
EMAIL: dawns@hsweb.org

This RFP does not commit Luzerne County Head Start, Inc. to award a contract, to pay any costs incurred in the preparation or presentation of a proposal, or to procure or contract for any services or supplies. Luzerne County Head Start, Inc. reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any/all sources, or to cancel this request in part or its entirety. Luzerne County Head Start, Inc. will not contract a potential vendor for clarification or additional information as a result of the RFP. Therefore, we suggest that all vendors carefully prepare their proposal to meet all specifications of this RFP.

Proposed Bus Runs

Bus Runs can be added or deleted at the request of Luzerne County Head Start, Inc.

Nanticoke	2 classrooms with 2 runs Sharing 1 bus
LCCC	2 classrooms with 2 runs Sharing 1 bus
Study Trips	If applicable

Three (3) - Luzerne County Head Start, Inc. Buses

Bus #77-2015 Chevy 30 passenger (gasoline)

Mileage:

Bus #79-2015 Ford 30 passenger (gasoline)

Mileage:

Bus #80-2018 Chevy 30 passenger (gasoline)

Mileage:

Four (4) - Luzerne County Head Start, Inc. Bus runs