

**REQUEST FOR PROPOSALS
FOR
PUPIL TRANSPORTATION SERVICES**

Grosse Pointe

**GROSSE POINTE PUBLIC SCHOOL SYSTEM
20601 Morningside
Grosse Pointe Woods, Michigan 48236**

I. OVERVIEW & OBJECTIVES OF RFP

Grosse Pointe Public School System (the “School District”) currently operates and provides limited pupil transportation services for eligible general education and special needs students enrolled in the School District through a third-party contracted service provider. The primary objective of this Request For Proposals For Pupil Transportation Services (the “RFP”) is to offer experienced professional pupil transportation services entities the opportunity to present a thoroughly detailed Proposal of their **qualifications** and **experience** in providing and performing pupil transportation services for school districts and, in particular, *their ability and capacity to provide contracted pupil transportation services for both limited general education (limited shuttle service only) and special needs students and provide and maintain the fleet of buses used to perform these services.* The secondary objective is to solicit proposals under which a contractual relationship may be established with an experienced and qualified pupil transportation services entity to provide the transportation services requested by the School District in the most efficient and cost-effective manner possible while, at the same time, maintaining the highest level of safety and reliability.

II. SCHOOL DISTRICT PROFILE AND OVERVIEW OF CURRENT SERVICES

The School District is located in Wayne County, Michigan and services the Cities of Grosse Pointe Woods, Grosse Pointe Shores, Grosse Pointe, Grosse Pointe Farms, and Grosse Pointe Park and a portion of the City of Harper Woods. This RFP contemplates and is intended to procure transportation services for the School District to provide pupil transportation for the eligible general education and special needs students to and from designated schools, programs and extra-curricular activities on a daily basis.

The School District operates its transportation services in accordance with all applicable federal, state and local laws, rules, regulations and ordinances, as well as any Individual Education Plans (“IEP”) of the respective special needs students. The services requested under this RFP would provide transportation services for those designated general education and special needs students utilizing routes approved by the School District.

III. RFP PROCESS OVERVIEW

A. RFP Documents. The RFP and related documents will be available through the School District’s website at:

<https://www.gpschools.org/domain/4839>

B. RFP Timeline. The School District’s anticipated timeline for this RFP process and its selection of a Contractor is as follow:

Issuance of this RFP	February 17, 2023
<i>Mandatory</i> Pre-Proposal Conference (<i>Via Zoom</i>)	10:00 a.m.–February 28, 2023
<small>Zoom Meeting ID: 950 9793 7053 Passcode: 976285</small>	
Deadline for Intent to Respond	5 p.m. – March 2, 2023
Deadline for Requests for Clarification	1 p.m. – March 7, 2023
<u>DUE DATE FOR PROPOSALS</u>	<u>11 a.m. – MARCH 16, 2023</u>

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Contractor Interviews
School District's Consideration of the Contract
Commencement of Services

Week of March 20, 2023
April/May, 2023
July 1, 2023

PLEASE NOTE: The School District reserves the right, in its sole and absolute discretion, to change any or all portions of the above-identified selection timeline as it determines to be in its best interest. Moreover, throughout this RFP, a prospective pupil transportation services entity is referred to as the "Contractor."

- C. Pre-Proposal Conference.** A Pre-Proposal Conference will be held via a Zoom Virtual Meeting utilizing the below Meeting ID and Passcode at the date and time set forth in Section III.B. above.

Zoom Meeting ID: 950 9793 7053

Passcode: 976285

The Pre-Proposal Conference will be used to provide an overview of the RFP process, the desired transportation services, and to address questions from prospective Contractors who attend the Pre-Proposal Conference.

- D. Intent to Respond.** Each Contractor who intends to submit a Proposal in response to this RFP is asked to submit an "Intent To Respond" by e-mailing Amanda Matheson at mathesa@gpschools.org on or before **5 p.m., March 2, 2023** (Subject Line: Transportation RFP Intent To Respond). The Intent To Respond shall include the name of the Contractor, the name of a contact person and that person's e-mail address, and any other information requested in the form. Failure to submit an Intent To Respond by the aforementioned deadline does not preclude a Contractor from submitting a Proposal; however, only those prospective Contractors who submit an Intent to Respond will be directly notified by the School District of any addenda to this RFP or any supplemental notices and information, if such are issued, and it shall be the Contractor's sole responsibility to check the School District's website for the same.
- E. Evaluation of Proposals.** Following the receipt of Proposals, the School District will review and evaluate the scope of, and methods and procedures for, the proposed Transportation Services, as well as cost structures proposed to provide effective Transportation Services for the School District within the scope of this RFP and the Contract. While cost and fees will be a key component of the evaluation process, past experience and capacity to provide the Transportation Services and Maintenance Services will also be reviewed independently and through the references of each entity.
- F. Contractor Interviews.** The School District may select one or more experienced and qualified companies to proceed with the interview and negotiation process from those submitting Proposals. The School District, in its sole and absolute discretion, will select the Proposal(s), if any, that it deems most qualified to serve the best interests of the School District, and may elect to move forward with all, some or none of the services contemplated herein. The School District, in its sole and absolute discretion,

reserves the right to request post-Proposal interviews from all, some or none of the companies submitting Proposals. A major portion of the negotiations will include the financial terms of the Contract.

- G. Reservation of Rights.** The School District reserves the right, in its sole and absolute discretion (for this provision and all other provisions contained in this RFP), to accept or reject, in whole or in part, any or all Proposals with or without cause. The School District further reserves the right to waive any irregularity or informality in this RFP process or any Proposal, and the right to award the Contract to other than the Contractor(s) submitting the best financial Proposal (low bidder). The School District reserves the right to request additional information from any or all Contractors. The School District reserves the right to negotiate with the Contractors concerning their Proposals. In the event a Contractor's Proposal is accepted by the School District and Contractor asserts exceptions, special considerations or conditions after acceptance, the School District, in its sole and absolute discretion, reserves the right to thereafter nullify its acceptance, reject said Proposal and select another Contractor.

IV. RFP PROTOCOL & PROPOSAL SUBMISSION DUE DATE

- A. Requests For Clarification.** Contractors may request that the School District clarify information contained in this RFP. *All such requests must be made in writing via e-mail only.* No response will be made to any oral questions. The School District will not respond to any Request For Clarifications received after the deadline for submission set forth in Section III.B. above. All Requests For Clarification and inquiries must be directed to Amanda Matheson at mathesa@gpschools.org (Subject Line: Transportation RFP Request For Clarification). All questions and answers will be posted on the School District's website. It is each Contractor's responsibility to check the School District's website prior to the RFP Due Date to ensure that it has received all the supplemental information, including, but not limited to, all Addenda to this RFP as described in Section IV.B. below.
- B. Modifications and/or Addenda to this RFP.** If it becomes necessary to revise any part of this RFP, notice of the revision will be posted to the School District's website. All addenda shall become a part of the RFP. Each Contractor must in its Proposal, to avoid any miscommunication, acknowledge all addenda which it has received, but the failure of a Contractor to receive, or acknowledge receipt of, any addendum shall not relieve the Contractor of the responsibility for complying with the terms thereof. Only those prospective Contractors who attend the Pre-Proposal Conference will be directly notified by the School District of any addenda to this RFP or any supplemental notices and information, if such are issued.
- C. Due Date for Submission of Proposal.** The due date and time for receipt of Proposals is **MARCH 16, 2023 at 11:00 a.m. local time (the "Due Date")**. In the event the School District is closed and the location for submission set forth in Section IV.D. below is closed due to unforeseen circumstances on the day Proposals are due, Proposals will be due at the same time/location on the next business day (M-F) the affected location and/or the School District is open.

- D. Proposal Submission Process.** All Proposals must be submitted utilizing the Proposal Forms included in this RFP. **ALL PROPOSALS MUST BE SUBMITTED IN HARD COPY AND IN A SEALED ENVELOPE.** All Proposals must be signed by an authorized member of the Contractor's firm. This member should be the highest-ranking officer at the local level. NO ORAL, FAX or E-MAILED Proposals will be accepted or considered. In addition to the signed original Proposal, each Contractor shall also submit four (4) complete duplicate hard copies of the Proposal and one (1) copy of the entire Proposal on a flash drive. If there is any discrepancy between the hard copy Proposal and the electronic version, the hard copy shall control. *Please refer to Section V. below regarding Proposal Format & Content Requirements.*

All Proposals must be submitted via mail courier or hand delivery and addressed as follows:

GROSSE POINTE PUBLIC SCHOOL SYSTEM
Attn: Amanda Matheson
20601 Morningside
Grosse Pointe Woods, Michigan 48236

Additionally, the envelope/box containing the Proposal must be marked in the lower left-hand corner as follows:

SEALED PROPOSAL ENCLOSED
PUPIL TRANSPORTATION SERVICES
[Contractor's Name]
[Contractor's Address]
[Contractor's Telephone Number]

- E. Opening of Proposals:** At approximately 11:10 a.m. on the Due Date stated above, the School District will acknowledge receipt of and open all timely submitted Proposals at the School District's Administration Offices, located at 20601 Morningside, Grosse Pointe Woods, Michigan 48236. No immediate decision will be rendered.
- F. Proposal Revisions Prior to Due Date.** Contractors who desire to revise their Proposal after submission may do so by submitting a revised Proposal in the manner and format required herein *prior to* the Due Date and time set forth above. The supplemental Proposal revision must clearly state "Revised Proposal" on the outside of the envelope.
- G. Late Proposals.** Each Contractor is responsible for submission of its Proposal. Proposals or Proposal revisions received after the Due Date specified above will not be accepted or considered. The School District is not liable for any delivery delays. *It is the Contractor's responsibility to confirm with the School District that it received the Proposal.* All Proposals received after the Due Date specified above will be returned by making them available to the respective Contractor, unopened, for said Contractor to pick-up, at its sole cost and expense, for a period of two (2) weeks.

- H. Finality of Decision.** Any decision made by a School District, including the Contractor selection, shall be final.
- I. Misrepresentations.** If it is discovered, prior to an award, that a Proposal contains false, misleading, or otherwise inaccurate information, the Proposal will be subject disqualification on those grounds. If it is discovered, after the Contract has been awarded and executed, that the Contractor provided false, misleading, or otherwise inaccurate information, the Contract may be terminated by the School District.
- J. Release of Claims.** Each Contractor by submitting its Proposal releases the School District from any and all claims arising out of, and related to, this RFP process and selection of a Contractor.
- K. Contractor Bears Proposal Costs.** A recipient of this RFP 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 this RFP, or any negotiations incidental to its Proposal or this RFP.
- L. Irrevocability of Proposals:** All Proposals submitted shall not be withdrawn and shall be irrevocable for a minimum period of sixty (60) calendar days following the Due Date for receipt of Proposals set forth above.
- M. Collusive Bidding.** By submission of a Proposal, the Contractor certifies that its Proposal is made without any previous understanding, agreement or connection with any person, firm or corporation making a Proposal for the same project and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.
- N. Gifts, Gratuities or Kickbacks.** The offering and/or acceptance of gifts, gratuities or kickbacks from Contractors to School District Board Members, personnel, employees, agents and their respective family members is strictly prohibited.

V. PROPOSAL FORMAT AND REQUIREMENTS

This outlines the information that must be provided by the Contractor and the required format for its Proposal. Any Proposal not providing the required information, or not conforming to the format specified, may be disqualified on that basis.

Proposals should demonstrate: (i) an understanding of the scope of Transportation Services; (ii) the Contractor's ability and capacity to perform the Transportation Services and Maintenance Services contemplated herein; and (iii) any other information that the Contractor feels is significant with respect to the School District making an informed decision relative to the Proposal. Each Proposal should include, at a minimum, the following. For purposes of this RFP, brevity in the Proposals is encouraged.

- A.** A short "Executive Summary" (cover letter) which gives a brief overview of the Contractor and clearly identifies the Contractor's capabilities and capacity to provide all or only some of the Transportation Services and Maintenance Services requested herein. *This should also include the number of years the Contractor has been in the business of providing transportation services, including number of years of providing transportation for K-12 school districts.*

- B. A list of references of the Contractor, including contact names, addresses, phone numbers and type and scope of transportation services provided. The School District is particularly interested in detailed evidence if the Contractor is currently providing similar transportation services for K-12 public school districts or educational institutions of similar size and scope as the School District.
- C. A detailed list setting forth any exceptions to this RFP or other special considerations or conditions of the Contractor, including explanations of such exceptions or the reason such terms and conditions of the RFP, the form of Contract cannot be met by, or on the Contractor's opinion are not applicable to, the Contractor. The Contractor shall be required and expected to meet the specifications and requirements as set forth in this RFP and the Contract in their entirety, except to the extent exceptions or special considerations or conditions are expressly set forth in the Contractor's Proposal and those exceptions or special considerations or conditions are expressly accepted by the School District and made part of the Contract.
- D. Evidence of the Contractor's experience and capability with implementing and operating on-site, in-district state-of-the-art computerized routing management that includes all facets of pupil transportation management and routing, boundary planning, and interface with School District student enrollment programs with automatic downloads of Student enrollment.
- E. Evidence of the Contractor's ability to provide adequate insurance coverages as required by this RFP and the Contract to protect the interests of the Contractor and the School District. The Contractor must also provide a worker's compensation experience modification factor on a document from the Contractor's worker's compensation insurance carrier.
- F. Demonstrate that the Contractor understands and will comply with all regulatory laws, codes, and requirements of any Local, State, and Federal law that apply to the requirements and obligations under this RFP, the Contract and Use Agreement, including, but not limited to, the Michigan Revised School Code (MCL 380.1 *et seq.*), the Pupil Transportation Act (MCL 257.1801 *et seq.*) and the Individuals with Disabilities Education Act (20 USC 1400 *et seq.*), and any rules and regulations promulgated thereunder.
- G. A completed Proposal Pricing Form as provided in **APPENDIX B**.
- H. A completed Familial Disclosure Affidavit provided as **APPENDIX C**.
- I. A completed Iran Linked Business Affidavit provided in **APPENDIX D**.
- J. A schedule indicating the wages and benefits the Contractor will offer its employees and personnel under its Proposal.
- K. A detailed transition and implementation plan for the Transportation Services and Maintenance Services.
- L. Any other information and/or resources to be provided by the Contractor, not listed above, which would demonstrate or enhance the Contractor's ability to carry out the

Transportation Services and Maintenance Services required under this RFP and the Contract.

VI. SCOPE OF SERVICES UNDER RFP

The successful Contractor shall provide pupil transportation services for the safe and reliable, on-time transportation of students for the designated transportation Routes requested herein on a daily basis, and within the defined parameters of the School District and in accordance with the Contract, and well as provide the necessary maintenance and repair of all buses in the Bus Fleet (as defined herein). This RFP contemplates Transportation Services and Maintenance Services for the 2023-2024 through 2025-2026 school years, with the ability to extend the contract and continue these Transportation Services and Maintenance Services for the 2026-2027 through 2027-2028 school years, at the option of the School District. Throughout this RFP, the "Transportation Services" and "Maintenance Services" may be referred to collectively as the "Services."

A. Scope of Transportation Services. The successful Contractor shall manage and provide pupil transportation services as follows (the "Transportation Services"):

1. Safe and reliable, on-time transportation of general education and special needs students to and from school on a daily basis (including AM/PM routes and mid-day runs/shuttles) within the School District's defined parameters and in accordance with the Contract.
2. Safe and reliable, on-time transportation of students for extra-curricular and athletic activities and field trips as requested by, and within the defined parameters of, the School District and in accordance with the Contract.
3. Work in conjunction with the School District regarding student discipline issues and carry out any student discipline directives of the School District in accordance with School District policies, procedures and practices.
4. Efficient routing of all general education, special needs and other transportation routes of the School District, including but not limited to extra-curricular routes and field trips, as outlined in this RFP and the Contract. The Contractor may alter any of the existing routes of the School District, **provided that** all routes conform to all federal and state laws, as well as policies of the School District, **and all routes are approved in writing by the School District prior to implementation.** The Contractor may **not** otherwise alter any of the Routes of the School District without the School District's prior written consent.
5. Continuous analysis of the transportation operations of the School District in order to effectively manage costs, while maintaining services levels in accordance with School District policy and safety protocol. The Contract shall identify and implement operational efficiencies that will lead to cost reductions in the School District's Transportation Services.

B. Scope of Maintenance Services. The Contractor shall maintain all Contractor-owned buses serving the School District in a good and safe mechanical and operating condition (the "Maintenance Services"). All such buses shall be maintained in a clean and sanitary

condition and shall have good interior and exterior appearance during the entire term of the Contract. The Contractor shall maintain all buses in strict accordance with all State, Federal, and any other local government minimum standards and regulations for school buses, including but not limited to, the Pupil Transportation Act, Michigan Public Act 187 of 1990, as amended, MCL 257.1801 *et seq.* (the "Pupil Transportation Act"), and such additional requirements as set forth in the Contract. The Contractor shall maintain the buses so that their condition remains equal to or exceeds that condition recorded on the written inspection form provided to School District by the Contractor, normal wear and tear excepted. Mechanically, the buses shall be maintained in a condition approximating that set out by the original manufacturer and necessary to pass all required inspections thereof. The Contractor shall be responsible for all costs and expenses associated with the maintenance of all Contractor-owned buses serving the School District.

- C. **Routes.** The School District is seeking Proposals to operate and provide Transportation Services for its current transportation services/routes. These transportation services are operated during the school year, as well as routes may operate on an extended calendar in the summer, if applicable. Attached hereto as **APPENDIX A** is the current School District transportation routes and other information (each a "Route" and collectively the "Routes"). These Routes represent the School District's current anticipated services for these designated Routes for the 2023-24 school year and are provided for informational purposes to assist Contractor's in submitting a Proposal. However, due to the fluctuating nature of student population and the educational programs of the School District, the exact parameters of any Route may be subject to change by the School District.
- D. **School District's Classification of a Route.** The Routes listed in **APPENDIX A** generally incorporate the AM run and PM run, with some also including a Mid-Day run as well. The School District's classification of a Route includes the collective AM, Mid-Day and PM runs, if any, that are operated by the same bus/driver during a day for purposes of the Contract and Pricing under this RFP.
- E. **Days of Operation of Routes.** To conform with the State of Michigan's instructional time requirements, the School District generally operates each Route for **180 days per school year** in accordance with the School District's approved calendar. However, some Routes transport special needs students for extended year programs may operate longer. See **APPENDIX A** for further details.
- F. **Buses.** The School District does **NOT** own or maintain any school buses or other equipment used for the provision of the Transportation Services. All such buses and equipment is provided through the third-party contractor. All buses must be inspected annually by the Michigan State Police and evidence of successful passage of each annual inspection must be provided to the School District.
- G. **Bus Specifications and Equipment.** All buses shall be operated, equipped and maintained in strict compliance with all applicable federal, state and local laws, rules and regulations, including but not limited to the Michigan Pupil Transportation Act,

as well as all School District Board of Education policies, procedures, rules and regulations.

1. **Radio Communication Equipment.** All buses must be equipped with two-way radio communication equipment.
 2. **Video Surveillance System.** All buses must be equipped with a 2-camera video surveillance system. The successful Contractor shall maintain the entire video surveillance system, at its sole cost and expense utilizing manufacturer authorized personnel and parts. The Contractor acknowledges that it shall cooperate with the School District regarding, and adhere to the School District's policies, procedures, rules and regulations relating to, the use of video surveillance tapes, viewing and disclosure thereof in connection with any Student disciplinary or other actions relating to Students arising from the Transportation Services.
- H. Bus Replacement.** The Contractor develop a schedule/plan to retire/remove buses from service so that no Contractor-provided bus used to provide the Transportation Services does not exceed 14 years of age, and the average age, as calculated at the beginning of each school year, will not exceed 8 years.
- I. Fuel.** The Contractor will be responsible to provide all fuel necessary for the Transportation Services. The Contractor will be required to document fuel usage for the School District's Transportation Services and the School District will reimburse the Contractor in accordance with the Contract for fuel utilized for the Transportation Services.
- J. Transportation Facility.** The School District does not own a transportation garage/facility and cannot provide any area within the School District boundaries for a transportation maintenance garage, bus parking area, or space for offices etc. Accordingly, the successful Contractor will be required to secure its own transportation garage/facility in order to provide the Transportation Services and Maintenance Services contemplated under this RFP and the Contract.
- K. Contractor Personnel.** The Contractor is responsible for the selection, evaluation, training, compensation, and retention of transportation employees, including all necessary drivers, bus aides (if required by the School District for a Route(s)), management and clerical personnel necessary to perform the Transportation Services and operate all designated Routes.
- L. Performance Guarantee.** In order to ensure the Contractor provides on-time Transportation Services and delivers the Transportation Services in accordance with the terms and conditions of the Contract, the Contractor will be subject to liquidated damages for failure to provide on-time Transportation Services in accordance with the terms and conditions of the Contract.

VII. CONTRACT CHARACTERISTICS

- A. Form of Contract.** This is a Request For Proposals only. Proposals will be treated as offers to enter into the Contract (as defined below) with the School District. The School District and successful Contractor shall memorialize their contractual

relationship and obligations using the form of Contract attached hereto as **APPENDIX E**. The Contract contains many details relative to the transportation operations of the School District, as well as the terms and conditions under which the Services shall be provided by the successful Contractor. **The Contract should be reviewed carefully by each Contractor prior to submitting a Proposal.** Any exceptions to the terms and conditions contained in the Contract, or any other special considerations or conditions requested or required by the Contractor relative to this RFP or the form of Contract shall be expressly/specifically enumerated by the Contractor and be submitted as part of its Proposal, together with an explanation as to the reason such terms and conditions of this RFP or form of Contract cannot be met by, or in the opinion of the Contractor are not applicable to, the Contractor. Following the selection of the successful Contractor by the School District, the Contract will be finalized by the parties. The final Contract shall be subject to the review and approval by the School District's legal counsel. The below sections contain information relative to selected provisions of the Contract and/or the expectations of the School District relative to the provision of the Services. This information is provided to assist the Contractor in evaluating the School District and submitting a Proposal and should neither supplant the terms and conditions of the Contract nor a careful review of the Contract by the Contractor. In addition, the final Contract shall incorporate by reference this RFP.

- B. Contract Start-Up and Term.** The initial term of the Contract shall be for three (3) years, commencing July 1, 2023 and ending on June 30, 2026. The School District shall have the option to extend the Contract for up to two (2) additional years (2026-2027 & 2027-2028) on an annual basis. It is anticipated that the Contractor will commence the Services on July 1, 2023.
- C. Compliance with Laws.** The Contractor will be required to comply with all applicable federal, state and local laws, rules and regulations for providing the Services.
- D. Insurance.** The Contractor shall, at its sole cost and expense, procure and maintain general liability and automobile liability with minimums acceptable to the School District and as set forth in the Contract. The School District shall be included as an additional insured on these policies. All policies required under the Contract shall provide that the policies are primary and non-contributory and cannot be modified or terminated without at least (30) days' prior written notice to the School District.
- E. Indemnification.** The Contractor shall be required to indemnify, defend and hold the School District, including its Board of Education and its Board of Education members in their official and individual capacities, its employees and agents, from and against all claims, counter-claims, suits, debts, demands, actions, judgments, liens, liabilities, costs, expenses, damages, and attorney fees and expert witness fees arising out of or in connection with Contractor's performance of its obligations under the Contract and/or from Contractor's violation of any of the terms of the Contract, including, but not limited to: (i) the negligent acts or willful misconduct of the Contractor, its officials, employees, agents, contractors and subcontractors, (ii) any breach of the

terms of the Contract by the Contractor, its officials, employees, agents, contractors and subcontractors; (iii) any violation of federal, state and/or local law, rule, ordinance, policy or regulations and/or licensing requirement applicable to the Transportation Services; and (iv) any breach of any representation or warranty by the Contractor under the Contract.

- F. **Scope and Termination of the Contract.** The School District may utilize multiple Contractors to perform the Services, if necessary. The School District may terminate the Contract upon written notice to the Contractor in accordance with the Contract.

VIII. PRICING

Each Contractor shall submit its Proposal using the Proposal Pricing Forms attached hereto as **APPENDIX B**, along with any other information required by this RFP or deemed necessary and appropriate by the Contractor for evaluation of its Proposal.

- A. **Bus Service Route Pricing.** The School District is seeking Proposal pricing to provide the requested Transportation Services that utilize school buses **on a price per bus per day basis**. The price per bus per day pricing shall then be broken down **into the following components**: (1) On-site Management costs and expenses to manage and operate the Transportation and Maintenance Services (supervisor, administrative assistants, routers, dispatchers, safe coordinators etc.); (2) Bus Driver costs and expenses; (3) Maintenance Services costs and expenses (mechanics and parts/materials); and (4) Profit and Overhead. Proposals should detail these costs on a per day rate which would be charged to perform each Routes based upon the Route pricing parameters set forth in **APPENDIX B**. **All Route pricing quotes shall be inclusive of any costs and expenses anticipated by the Contractor, including costs for all maintenance for buses, wages, benefits and other costs for management, office staff, and drivers, and any overhead/profit of the Contractor.**
- B. **Sedan Service Route Pricing.** The School District is seeking Proposal pricing to provide the requested Transportation Services that utilize sedans **on a price per vehicle per day basis**. The price per vehicle per day pricing shall then be broken down **into the following components**: (1) On-site Management costs and expenses to manage and operate the Transportation and Maintenance Services (supervisor, administrative assistants, routers, dispatchers, safe coordinators etc.); (2) Driver costs and expenses; (3) Maintenance Services costs and expenses (mechanics and parts/materials); and (4) Profit and Overhead. Proposals should detail these costs on a per day rate which would be charged to perform each Routes based upon the Route pricing parameters set forth in **APPENDIX B**. **All Route pricing quotes shall be inclusive of any costs and expenses anticipated by the Contractor, including costs for all maintenance for buses, wages, benefits and other costs for management, office staff, and drivers, and any overhead/profit of the Contractor.**
- C. **Other Transportation Pricing.** Proposals should also include quotes for mid-day and/or extracurricular routes, i.e. field trips and athletic transportation, **on a cost per hour basis only**. This hourly pricing would only be applied to mid-day runs/shuttles

if such mid-day runs/shuttles are not incorporated into a Route as set forth in Section VI.D. above. This pricing would be inclusive of any vehicle/equipment charges.

- D. Bus Aide Surcharge.** The School District is also seeking the per/hour charge for any bus aides required by law or the School District or otherwise deemed mutually necessary by the School District and Contractor to operate the designated Routes contemplated as part of the Transportation Services. Not all Routes may have a bus aide and thus the hourly pricing will only apply to those Routes that may utilize an approved bus aide.
- E. School Bus/Sedan Surcharge.** The School District seeking is Proposals that provide the cost per day that would be charged to provide the necessary school bus, sedan or related equipment to provide the Transportation Services.
- F. Fuel Surcharge.** The School District seeking is Proposals that provide a formula that would be used to charge for the necessary fuel used by the Contractor in school buses, sedans or related equipment to provide the Transportation Services.
- G. Bus Tracking Software.** The School District is seeking proposals that would offer School Bus Tracking software to allow parents and staff to see real-time tracking of school buses operated for the School District's Transportation Services. Please include the additional charge, if any, that would be charged for this option.
- H. Route Modifier.** In order to account for the variation of duration of each Route, the School District is requesting the variable rate for each one-quarter (¼) hour a Route regularly and continuously operates above or below the stated Route duration in **APPENDIX A** which is outside the Contractor's control. Daily fluctuations during due to normal driving conditions will not be subject to the modifier.
- I. Cost Increases.** All pricing for extensions shall be negotiated by the parties. Notwithstanding the foregoing, pricing and compensation for each Renewal Term or extension of the Contract shall be negotiated by the parties; however, any increase shall not exceed the lesser of: 1) the percentage increase, if any, as established by the Consumer Price Index, All Items, for the All Urban Consumers (CPI-U), published by the United States Department of Labor, Bureau of Labor Statistics; or 2) two percent (2%).

GROSSE POINTE PUBLIC SCHOOL SYSTEM

RFP for Pupil Transportation Services

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Appendix A – Current Route Detail

Appendix B – Proposal Pricing Form

Appendix C – Familial Disclosure Affidavit

Appendix D – Iran Sanction Affidavit

Appendix E – Form of Contract

Appendix F – School District's SE-4094 and SE-4107

Grosse Pointe

APPENDIX A

List of Routes

ATTACHED

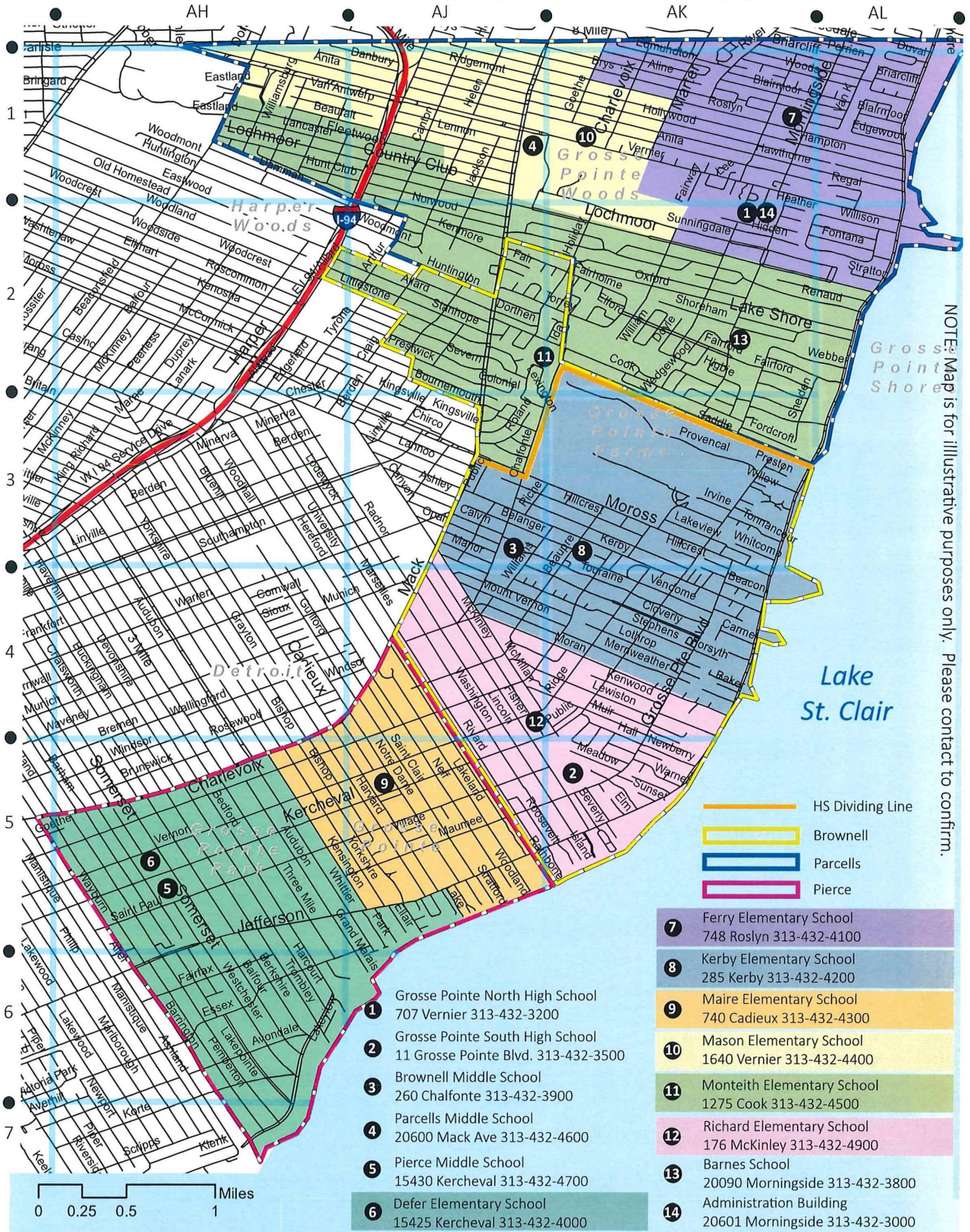
Grosse Pointe

Grosse Pointe Public School System
Route and Bus Aide Detail

Daily Routes																	
	AM ROUTES					MID DAY ROUTES				PM ROUTES							
Route #	AM Start Time	AM-Tier 1 School	AM-Tier 2 School	AM-Tier 3 School	AM End Time	Mid Start Time	Other	Other	Mid End Time	PM Start Time	PM -Tier 1 School	PM-Tier 2 School	PM-Tier 3 School	PM-Tier 4 School	PM End Time	Pre/post Time	Total Hours/ Day
SN-1	6:58	Grosse Pointe North			7:50					14:55	Grosse Pointe North				15:40		1:37
SN-2	6:57	Grosse Pointe North			7:50					14:55	Grosse Pointe North				15:45		1:42
SN-3	6:48	Grosse Pointe North			7:50					14:55	Grosse Pointe North				15:40		1:47
SN-4	7:20	Grosse Pointe South			7:50					14:55	Grosse Pointe South				15:40		1:15
SN-5	7:25	Grosse Pointe South			7:50					14:55	Grosse Pointe South				15:40		1:10
SN-6	7:18	Community Campus			7:50					14:55	Community Campus				15:20		0:57
SN-7	7:00	Parcells MS			8:10					15:03	Parcells MS				15:55		2:02
SN-8	7:25	Brownwell MS	Kerby Elem	Monteith Elem	8:20					15:30	Brownwell MS	Kerby Elem	Monteith Elem		16:05		1:30
SN-9	7:15	Piece MS	Richard Elem		8:15					15:25	Piece MS	Richard Elem			15:55		1:30
SN-10	7:40	Ferry Elem	Barnes ECC		8:30	11:25	Barnes ECC		12:20 PM	2:55	Ferry Elem	Barnes ECC			15:50		2:40
SN-14	7:23	Community Campus			7:50					14:55	Community Campus				15:30		1:02
SN-15	7:50	Poupard Elem	Mason Elem	Monteith Elem	8:27					15:20	Monteith Elem	Mason Elem	Poupard Elem		16:25		1:42
SN-16	7:00	Lincoln Center			7:40	9:56	Pierce MS		11:14	14:41	Lincoln Center				15:30		1:31
SN-17																	1:20

Bus Aides																
	AM ROUTES				MID DAY ROUTES				PM ROUTES							
Route	AM Start Time	AM-Tier 1 School	AM-Tier 2 School	AM End Time	Mid Start Time	Other	Other	Mid End Time	PM Start Time	PM -Tier 1 School	PM -Tier 2 School	PM -Tier 3 School	PM -Tier 4 School	PM End Time	Pre/Post Time	Total Hours/Day
SN-1	6:58	Grosse Pointe North		7:50					14:55	Grosse Pointe North				15:40		1:37
SN-2	6:57	Grosse Pointe North		7:50					14:55	Grosse Pointe North				15:45		1:42
SN-3	6:48	Grosse Pointe North		7:50					14:55	Grosse Pointe North				15:40		1:47
SN-4	7:20	Grosse Pointe South		7:50					14:55	Grosse Pointe South				15:40		1:15
SN-6	7:18	Community Campus		7:50					14:55	Community Campus				15:20		0:57
SN-7	7:00	Parcells MS		8:10					15:03	Parcells MS				15:55		2:02
SN-8	7:25	Brownwell MS	Kerby Elem	Monteith Elem					15:30	Brownwell MS	Kerby Elem	Monteith Elem		16:05		1:30
SN-9	7:15	Piece MS	Richard Elem	8:15					15:25	Pierce MS	Richard Elem			15:55		1:30
SN-10	7:40	Ferry Elem	Barnes ECC	8:30	11:25	Barnes ECC		12:20 PM	2:55	Ferry Elem	Barnes ECC			15:50		2:40
SN-12	7:40	Burger Transition		8:20					15:01	Burger Transition				15:45		1:14
SN-14	7:23	Community Campus		7:50					14:55	Community Campus				15:30		1:02
SN-16	7:00	Lincoln Center		7:40					14:41	Lincoln Center				15:30		1:31

Grosse Pointe School District



NOTE: Map is for illustrative purposes only. Please contact to confirm.

APPENDIX B

Pricing Form

ATTACHED

Grosse Pointe

APPENDIX B
Proposal Pricing Form
GROSSE POINTE PUBLIC SCHOOL SYSTEM
RFP for Pupil Transportation Services

<u>Contractor Information</u>	
<u>Contractor Name:</u>	
<u>Business Address:</u>	
<u>Contact Person:</u>	<u>Telephone:</u>
<u>E-Mail:</u>	<u>Fax:</u>

A. TRANSPORTATION SERVICES ROUTE PRICING

The Proposal pricing is to be broken down into the below components, if applicable. The quoted price per Route per Day for each Route shall be inclusive of any costs and expenses anticipated by the Contractor, including costs for the applicable bus maintenance, all wages, benefits and other costs for management, office staff, and drivers, and any overhead/profit of the Contractor. The only additional charges or modifications to the base price per Route per Date would be the fuel surcharge, bus/vehicle surcharge, or if a bus aide was added or the Route Modifier was applied.

<u>Pupil Transportation Services</u>				
<u>Type of Service</u>	<u>Number of Current Routes</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>
Special Education Transportation Route – SCHOOL BUS (based upon 4 hour/day base Route) during school year	14	\$ _____ Price Per Route Per Day	\$ _____ Price Per Route Per Day	\$ _____ Price Per Route Per Day
Special Needs Transportation Route - SEDAN (based upon 4 hour/day base Route) during school year	3	\$ _____ Price Per Route Per Day	\$ _____ Price Per Route Per Day	\$ _____ Price Per Route Per Day
General Education Transportation Shuttle – SCHOOL BUS (based upon 4 hour/day base Route) during school year	1	\$ _____ Price Per Route Per Day	\$ _____ Price Per Route Per Day	\$ _____ Price Per Route Per Day
Extra-Curricular/Field Trip Runs	Varies	\$ _____ Price Per Hour	\$ _____ Price Per Hour	\$ _____ Price Per Hour
Mid-Day Shuttles (not part of defined Route)	Varies	\$ _____ Price Per Hour	\$ _____ Price Per Hour	\$ _____ Price Per Hour
Fuel Surcharge	Formula	\$ _____/gallon	\$ _____/gallon	\$ _____/gallon
School Bus Surcharge	Per Bus	\$ _____/day	\$ _____/day	\$ _____/day

Sedan Surcharge	Per Sedan	\$_____/day	\$_____/day	\$_____/day
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B. COST PER DAY BREAK-DOWN

As set forth in Section VIII.A of the RFP, the total Price Per Bus/Vehicle Per Day proposed in Section A above shall be broken down by percentage (%) of the following components: (1) On-site Management costs and expenses to manage and operate the Transportation and Maintenance Services (supervisor, administrative assistants, routers, dispatchers, safe coordinators etc.); (2) Bus/vehicle Driver costs and expenses; (3) Maintenance Services costs and expenses (mechanics and parts/materials); and (4) Profit and Overhead.

<u>Cost Per Bus Per Day Break Down</u>	
<u>Cost Type</u>	<u>% Amount</u>
On-Site Management Costs and Expenses	_____ %
Bus Driver Costs and Expenses	_____ %
Maintenance Services Costs and Expenses	_____ %
Profit and Overhead	_____ %

C. OTHER COST PARAMETERS

To accommodate any adjustments or modifications that may be necessary to the defined Routes, please provide the costs for the following additional components of the Services.

<u>Other Cost Parameters</u>	
<u>Cost Type</u>	<u>Amount/Rate</u>
Hourly Rate for a Bus Aide.	\$ _____
Route Modifier Surcharge (per ¼ hour increase/decrease to Route duration).	\$ _____

D. CONTRACTOR FUEL SURCHARGE

Please detail the Contractor's proposed formula to calculate fuel charges to be charged to and paid by the School District for the Transportation Services.

E. CONTRACTOR WAGES AND BENEFITS

Please detail the Contractor's wages and benefits levels it will offer to its employees and personnel as part of the services under its Proposal.

F. STATE OF MICHIGAN SCHOOL BUS INSPECTION RATING

Please provide the State of Michigan bus inspection rating, based upon first inspection, for last three (3) years.

<u>Rating Year</u>	<u>Inspection Rating – First Inspection***</u>
2020-21	_____
2019-20	_____
2018-19	_____

*** = Percentage Passing as Green Tag or Yellow Tag.

G. ACKNOWLEDGEMENT OF ADDENDA TO RFP

The Contractor acknowledges receipt of the following addenda (if any):

Addendum Number _____ dated _____

Addendum Number _____ dated _____

The undersigned declares that he/she has carefully examined the instructions and the specifications of this RFP and agrees to furnish these items and the services within such specifications for the price set forth in this Proposal. The undersigned understands that the School District reserves the right to accept or reject in whole or in part any and all Proposals, to waive informalities and irregularities therein, and to award the contract to other than the Contractor submitting the best financial proposal (low bidder) and to award the Contract to one (1) or more Contractors in the School District's sole and absolute discretion.

My signature certifies that the Proposal as submitted complies with all terms and conditions as set forth in this RFP, unless specifically enumerated as an exception as part of our Proposal. The undersigned certifies that he/she is authorized to sign as a Representative for the undersigned Contractor. If awarded, we agree to be bound by the terms and conditions of this RFP and the Contract.

THE BELOW CONTRACTOR HEREBY SUBMITS THIS PROPOSAL PRICING FORM IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE RFP.

Contractor Name: _____

Authorized Individual Name: _____

Position/Title: _____

Signature: _____

Date: _____

APPENDIX C

Familial Disclosure Affidavit

ATTACHED

Grosse Pointe

APPENDIX C

FAMILIAL DISCLOSURE AFFIDAVIT

The undersigned, the owner or authorized officer of the below-named Contractor, pursuant to the familial disclosure requirement provided in the Grosse Pointe Public School System's Request For Proposals for Pupil Transportation Services, hereby represents and warrants that, except as provided below, no familial relationships exist between the owner or any employee of the Contractor, and any member of the Board of Education of the School District or the Superintendent of the School District. A list of the School District's Board of Education and Superintendent may be found at <http://www.gpschools.org>.

List any Familial Relationships:

CONTRACTOR:

By: _____

Its: _____

STATE OF _____)

) ss.

COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____, 2023, by

_____.

_____, Notary Public

_____ County, _____

My Commission Expires: _____

Acting in the County of : _____

APPENDIX D

Iran Sanctions Affidavit

ATTACHED

Grosse Pointe

APPENDIX D

AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT

Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of the below-named Contractor (“Contractor”), pursuant to the compliance certification requirement provided in the Grosse Pointe Public School System’s Request For Proposals for Pupil Transportation Services (the “RFP”), hereby certifies, represents and warrants that the Contractor (including its officers, directors and employees) is not an “Iran linked business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event Contractor is awarded a contract as a result of the aforementioned RFP, the Contractor will not become an “Iran linked business” at any time during the course of performing any services under the contract.

The Contractor further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the School District’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to Proposal on a request for proposal for three (3) years from the date it is determined that the person has submitted the false certification.

CONTRACTOR:

Name of Contractor

By: _____

Its: _____

Date: _____

STATE OF _____)

)ss.

COUNTY OF _____)

This instrument was acknowledged before me on the ____ day of _____, 2023, by

_____.

, Notary Public

County, _____

My Commission Expires: _____

Acting in the County of _____

APPENDIX E

Form of Contract

ATTACHED

Grosse Pointe

PUPIL TRANSPORTATION SERVICES CONTRACT

THIS PUPIL TRANSPORTATION SERVICES CONTRACT (the "Contract") entered into as of this 29th day of September, 2021 (the "Effective Date") by and between **GROSSE POINTE PUBLIC SCHOOL SYSTEM**, a Michigan general powers school district, whose address is 20601 Morningside, Grosse Pointe Woods, Michigan 48236 (hereinafter the "School District") and _____, a _____, whose address is _____ (hereafter the "Contractor") (each a "Party" and collectively the "Parties").

RECITALS

A. The School District issued a Request For Proposals for Pupil Transportation Services dated _____, 2023, as amended (the "RFP"), the purpose of which was to solicit proposals from qualified vendors with the ability to provide pupil transportation services for the School District on a daily basis.

B. The Contractor submitted to the School District a Proposal in response to the RFP, dated _____, 2023 to provide the pupil transportation services to the School District within the defined parameters of the RFP and this Contract (the "Proposal").

C. The Parties have, in accordance with the provisions of the RFP, conducted negotiations concerning the Contractor's Proposal, and the Contractor's scope of and fees for services

D Pursuant to the terms of the RFP, the Contractor is required to enter into a written contract with the School District following award of the services by the School District.

NOW THEREFORE, in consideration of the foregoing and the mutual covenants set forth herein, the Parties agree as follows:

1. RESTATEMENT CONSTITUTES THE CONTRACT

A. **Purpose.** The object of this Contract is to formalize in one document the complete agreement between the Parties, and to do so by specifically incorporating by reference into this Contract, the RFP, the Proposal and other related documents, and by including certain additional necessary or appropriate Contract terms, particularly where the Contract terms agreed to by the Parties during the contract negotiation process do not correspond with the RFP and/or the Proposal.

B. **Contract Documents.** The Contract Documents, which all are incorporated herein by reference, include the following: (i) this Contract; (ii) the RFP; and (iii) Contractor's Proposal as clarified through negotiations.

C. **Interpretation.** To the extent that the terms and conditions of the Contract Documents are in conflict, the terms and conditions shall be interpreted in the above-referenced order from (i) to (iii). However, the Parties also agree that where there is not a conflict between any of the terms and conditions contained in the above-referenced Contract Documents, all of the Contract Documents shall be binding upon both parties, except to the extent exceptions contained in the Contractor's Proposal are not expressly accepted by the School District in writing on expressly set forth in this Contract.

2. CONTRACT TERM

A. **Initial Term.** The term of this Contract shall commence on _____, 2023 and ending on June 30, 2026 (the "Initial Term").

B. **Renewal Term(s).** This Contract may be renewed or extended by the School District for up to two (2) additional annual terms (2026-2027 and 2027-2028) by providing written notice to the Contractor (each a "Renewal Term"). Nothing in this Contract requires the School

 **Clark Hill**

District to exercise its option for a Renewal Term and Contractor has no expectation of a contract beyond the Initial Term, or a Renewal Term if any are exercised.

3. **RELATIONSHIP BETWEEN PARTIES**

It is expressly agreed between the Contractor and the School District that the Contractor will act as an independent contractor in the performance of its duties under this Contract and under no circumstances shall any of the employees of one party be deemed the employees of the other for any purpose. Accordingly, Contractor shall meet all of its obligations and responsibilities for payment of all taxes including Federal, State and Local taxes arising out of Contractor's activities in accordance with this Contract, including by way of illustration but not limitation, Federal and State income tax, Social Security tax, Unemployment Insurance taxes, Workers' Compensation Insurance and any other taxes or business license or permits fees as required. This Contract shall not be construed as authority for either party to act for the other party in any agency or other capacity or to make commitments of any kind for the account of, or on behalf of, the other party, except to the extent, and for the purposes, expressly provided for and set forth herein, and no partnership or joint venture is created hereby. Neither the Contractor nor its employees or agents shall be entitled to participate in any plans, arrangements, or distributions by the School District pertaining to or in connection with any fringe, pension, bonus, profit sharing, or similar benefits, or any medical, dental, life or disability insurance plans. Further, the School District will not withhold or pay any State, Federal or Local taxes, FICA, FUTA, MESC Insurance or Workers' Compensation Insurance and Contractor will indemnify, defend and hold the School District harmless for the payment of such sums, interest, penalties, or cost of collection of same, including reasonable attorney fees. No tenure or other rights/benefits typically arising out of an employee-employer relationship shall arise out of this Contract on behalf of Contractor, its employees or agents.

4. **SCOPE OF SERVICES**

A. **Transportation Services.** Throughout the Initial Term and Renewal Term(s), if any, the Contractor shall provide the following pupil transportation services (collectively the "Transportation Services"):

- i. **Daily Transportation Services.** Contractor shall provide safe, efficient and reliable, on-time transportation from designated bus stops approved by the School District to school and from school to designated bus stops approved by the School District for general education, special needs students or those other persons eligible or authorized for transportation service (collectively the "Students") on a daily basis utilizing approved Routes and in accordance with the School District's defined parameters and policies and procedures and the terms and conditions of this Contract. These daily transportation services may also include mid-day runs/shuttles that transport Students to/from designated bus stops approved by the School District or to/from School District buildings or other schools outside of School District boundaries during school operating hours as requested by the School District. These mid-day runs are included in the classification of a daily Route. The School District reserves the right to increase or decrease the number of Routes operated by the Contractor based upon the School District's operational needs.
- ii. **Other Transportation Services.** The Contractor shall provide safe, efficient and reliable, on-time transportation for Students and authorized School District personnel to and from those curricular and extra-curricular activities as requested by the School District, including, but not limited to, field trips, extra-curricular trips and athletic events, in accordance the School District's defined parameters and policies and

procedures and the terms and conditions of this Contract (the "Other Transportation Services"). Notwithstanding the foregoing, or anything herein contained to the contrary, the School District reserves the right to lease other buses or vehicles from other approved providers to transport Students to and from field trips, athletic events and/or other special events.

- B. Routing.** The Contractor agrees to perform the Routes as approved by the School District on an annual basis (each a "Route and collectively the "Routes"). The Contractor agrees to work cooperatively with the School District to design and establish the most advantageous routing plan for the Transportation Services. Subsequent to the approval each Route, the Contractor shall not make any substantial modification to any Route. All routes conform to all federal and state laws, as well as policies of the School District, and each Student's respective Individual Education Plan ("IEP") and 504 plan transportation requirements. The Contractor may not alter any of the existing Routes of the School District without the School District's prior written consent. All pick-ups must be as specified by School District policy unless otherwise approved by the School District. The School District and Contractor shall mutually agree on the method of notification of route assignment and details to parents each school year. If special needs Students are not assigned to dedicated special needs routes, the routes, stops and schedules of the routes they are placed on shall conform with the necessary IEP and applicable laws. Subsequent to approval by the School District of the Contractor's recommended routing plan, Contractor shall make no substantial changes thereto without prior notice to, and written approval by, the School District. The Contractor will provide their recommended routing plan to the School District no later than three (3) weeks before the first day of school each year. If a Run needs to be modified during the school year, the Contractor shall modify the route(s) either by addition/deletion or modification, as soon as possible, but in no more than three (3) days after receiving notice from the School District. The Contractor will be advised of any transportation-related issues included in any Student's IEP, where such information is relevant to the Contractor's Transportation Services. If permitted by law, the Contractor may request input into a Student's IEP process where the conduct or needs of a Student on a school bus may be a health or safety concern to that Student or other Students.
- C. Student Discipline.** The Contractor shall cooperate with the School District regarding any Student discipline arising out of the Transportation Services, as requested and as mandated by School District policies, procedures and guidelines, as those may be amended from time to time by the School District's Board of Education. The Contractor shall comply with all applicable Family Educational Rights and Privacy Act ("FERPA").
- D. Inclement Weather Responsibilities.** The Contractor shall be responsible for assisting the School District in conducting road checks and providing feedback on safety issues when the School District is considering cancelling school due to inclement weather. The decision to cancel school will be at the School District's sole and absolute discretion.
- E. Student Safety Programs.** The Contractor shall prepare and administer Student safety programs that instruct Students on proper bus riding practices and safety. These safety programs shall be in accordance with the School District's policies, procedures and practices. These shall include practice bus evacuations at least two (2) times each school year. The Contractor will also be required to participate in the School District's kindergarten round-up programs held at each elementary school.
- F. Routing System/Software** The Contractor shall maintain the transportation portion of the current student database contained in the computer routing system. The Contractor's computer routing software shall be able to accept data transport from the School District's



current student package and its current routing software and shall be able to accommodate use in conjunction with the School District's systems used to notify parents regarding transportation issues. The computer routing software must be able to optimize routes and perform route simulations and generate alternatives for planning purposes. The Contractor shall be responsible for any software upgrades to, and licensing fees for, the routing system, if required. If any change in the computer routing system is desired by the Contractor, the School District shall receive prior notice and shall consent to and approve any change in computer routing system desired by Contractor, in writing, which consent and approval shall not be unreasonably withheld. The Contractor shall be responsible for any and all costs associated with any new computer routing system. At the expiration or earlier termination of this Contract, the School District shall be given all appropriate access to the most recent routes and accompanying Student data and be able to use such system for its operations.

- G. Mechanical Break-down** In the event of a mechanical failure or breakdown of any bus providing Transportation Services required hereunder, Contractor agrees that a spare bus and driver shall respond to the site of the breakdown, as quickly as possible, for transfer of Students for delivery to their destination in accordance with this Contract.
- H. Sex Offender Issues.** As part of these routing services, the Contractor shall be responsible for registering School District zip codes with the Michigan State Police Sex Offender Registry Database to receive regular updates on resident locations of registered sexual offenders. Moreover, the Contractor shall, twice annually in July and January, update the School District's map to identify the resident location of registered sexual offenders, and provide this list to each school building administrator. Finally, this information shall be considered when creating and establishing bus stops and routes
- I. Complaints.** Contractor agrees to promptly, courteously and continuously address any and all complaints or concerns brought to its attention by guardians, family members, School District staff, or other parties representing the interests of any Students and shall promptly notify School District authorities. Contractor shall submit a summary of all complaints and concerns brought to its attention by guardians, family members, School District staff, or other parties representing the interests of any Students, along with a summary of the resolution of such complaint or concern, on a weekly basis to the School District.
- J. Notification to School Buildings and Students.** The Contractor shall prepare and distribute back-to-school information for transportation for all Students to each school building, including parochial schools and specials needs departments. This information must be prepared in accordance with the School District's policies, procedures and practices, and must include, at a minimum, bus driver information, route detail and shuttle information. This information must be delivered to all school buildings at least two (2) weeks prior to the first day of classes each school year. After approval of the recommended routing plan by the School District, the Contractor shall notify each Student with a "route post card" or other approved communication at least one (1) week prior to the start of each school year of the applicable pick-up times and shall notify each Student as to any subsequent change in time of pick-up or route, as approved by School District, which will affect any Student. The Contractor and the School District shall mutually agree in writing on a method of notification to parents and Students of scheduled pick-up times prior to the start of each school year and the costs for notification shall be borne by the School District. The Contractor shall notify each Student as to any subsequent change in time of pick-up, location, or route, as approved by School District, which will affect any Student. All necessary continuing communications shall be in conjunction with the School District. This communication must include the bus number, specific pick-up and drop off times and location of bus stop(s). The Contractor shall

provide all necessary information regarding the transportation routes to the School District to ensure all applicable transportation information is placed on the School District's transportation website in conjunction with the School District's IT department.

5. BUSES & BUS MAINTENANCE

- A. Buses.** The Contractor shall procure all necessary Type I or Type II buses (as defined in the Pupil Transportation Act), at the Contractor's sole cost and expense, during the Initial Term of this Contract as needed to perform the Transportation Services. Title to the buses provided by Contractor, if any, shall remain with the Contractor. These buses shall be used to provide the Transportation Services. All Contractor-owned buses (daily route buses and spare buses) placed into service at the School District may be subject to the "Contractor-owned bus surcharge" indicated on Attachment A, for each day daily route operated for the Transportation Services during the school year. The Contractor shall not use any other vehicles to transport Students unless agreed to by the School District in writing and such vehicles are in accordance with all applicable laws.
- B. Sedan Services.** For those Routes the School District and Contractor agree are best served by using a vehicle other than a school bus, such as a sedan or other legally compliant vehicle, the Contractor may use the agreed upon vehicle provided it meets all legal requirements and is maintained in the same manner as required of school buses under this Contract.
- C. Fuel.** The School District pay the Contractor for diesel fuel associated with the Transportation Services provided under this Contract in accordance with the Fuel Formula set forth in Attachment A. The Contractor shall not use any fuel purchased or paid for by the School District for any purpose other than to operate the buses used to perform the Transportation Services for the School District required under this Contract. The Contractor shall submit the documentation and information as requested by the School District to document fuel usage, provided however, the School District reserves the right to review the ☐ ☐ ☐ ☐ ☐ sage recording system at any time.
- D. Bus Specifications and Equipment.**
- i. Radio Communication Equipment.** All buses must be equipped with legally compliant two-way radio communication equipment. The Contractor will maintain the entire radio communications system and related equipment at its sole cost and expense.
 - ii. Video Surveillance System.** All buses must be equipped with a 2-camera video surveillance system. The Contractor will maintain the entire video surveillance system and related equipment at its sole cost and expense. The Contractor acknowledges that it shall cooperate with the School District regarding, and adhere to the School District's policies, procedures, rules and regulations relating to, the use of audio and video surveillance tapes, viewing and disclosure thereof in connection with any Student disciplinary or other actions relating to Students arising from the Transportation Services. The Contractor agrees to cooperate with the School District to permit the School District to obtain any consent or otherwise provide notification to any students, parents or other School District employees as required by applicable federal, state or local laws, rules or regulations regarding use or distribution of the video surveillance footage. The Contractor shall not disclose or otherwise permit the viewing of any video surveillance footage without the School District's prior written consent. Except to the extent caused by the Contractor, its employees or agents, the Contractor shall not be liable for the School District's failure to obtain the proper student/parent authorizations or if the School District improperly uses the video surveillance footage. The School District and Contractor acknowledge that the video surveillance system may only

maintain video and audio footage for a finite period of time before it is overwritten by the system as part of the system's normal course of operation. If the School District does not request copies of audio or video footage prior to the system overwriting them as part of its normal course of operation, then the Contractor shall not be liable. However, the Contractor shall not delete, or cause the system to overwrite, audio or video footage outside of the system's normal course of operation. If the Contractor issues or is made aware of a discipline issue on a bus, it shall immediately ensure the video from the date/time is saved for possible review by the School District.

- E. Bus Maintenance.** The Contractor will be responsible for supplying all bus maintenance services (including labor and parts) to maintain all Contractor-owned buses serving the School District in a good and safe mechanical and operating condition in accordance with all applicable laws, rules and regulations. The Contractor agrees to engage _____ () lead certified mechanic (with the minimum qualifications as required by the State of Michigan) and _____ () certified mechanics, who shall be responsible for the bus maintenance services. All such buses shall be maintained in a clean and sanitary condition and shall have good interior and exterior appearance during the entire Initial Term and Renewal Term(s), if any, of this Contract. All buses will be maintained in accordance with all State, Federal, and any other local government minimum standards for school buses, including but not limited to, the Pupil Transportation Act, Michigan Public Act 187 of 1990, as amended, MCL 257.1801 et seq (the "Pupil Transportation Act"), as applicable. The Contractor shall maintain best practices and coordination of bus maintenance to ensure the delivery of the Transportation Services in a manner which does not adversely impact the School District operations or educational programs.
- F. Bus Inspections.** All buses shall be inspected by Contractor on a daily basis for defects (mandatory federal and/or state pre-trip inspections) and shall remedy any such defects before using said buses. All buses shall be inspected annually in accordance with the Pupil Transportation Act (by the Michigan Department of State Police (the "MSP") or other entity authorized by law and approved by the School District in advance and in writing). Contractor shall work in cooperation with the School District to ensure that all buses used for the provision of the Transportation Services have been inspected as required by law and have passed that inspection. Contractor shall neither operate nor permit to be operated any bus which has not been inspected as required by law or has failed inspection. The School District shall have the right to inspect, at any time, any and all buses used for the provision of the Transportation Services for purposes of ensuring compliance with all applicable laws and the terms and conditions of this Contract. Any violation of this paragraph by the Contractor will result in an automatic and immediate termination of this Contract.
- G. Storage and Maintenance of Buses.** All buses, related equipment and other personal property under this Contract shall be stored, maintained, and serviced at the Contractor's Facility. Bus and equipment shall not be stored on School District property with the prior written consent of the School District.
- H. Spare Buses.** The School District will keep and maintain, in accordance with all applicable laws and this Contract spare buses to perform the Transportation Services in accordance with the terms and conditions of this Contract, unless otherwise agreed to by the School District in writing.
- I. Bus Capacity.** No bus used to perform the Transportation Services shall be loaded to exceed the manufacturers rated seating capacity.

J. Bus Replacement. The Parties agree to work cooperatively to develop a replacement schedule for the School District-owned buses to ensure efficient and effective delivery of the Transportation Services and that no bus in the Bus Fleet shall exceed fourteen (14) years of age and the average age of the Bus Fleet is eight (8) years (as calculated at the beginning of each school year). However, the School District reserves the right to purchase replacement buses as needed in its discretion.

K. Removal from Service. The Contractor shall not use a bus to perform the Transportation Services if the bus:

- i. Does not comply with the legal requirements, including, but not limited to, the Pupil Transportation Act, or
- ii. Is defective in a way that threatens the safety of students or of persons near or around the bus; or
- iii. Is defective in a way that, if the bus were operated, it may damage the bus or damage the School District's property.

Any bus deemed defective or non-compliant shall not be returned to service until the defect or cause of non-compliance has been corrected.

6. CONTRACTOR PERSONNEL

A. Management Personnel. The Contractor shall provide all management personnel necessary for the provision of the Services as part of the cost per Route per day. The Contractor shall, at a minimum, provide throughout the Initial Term and any Renewal Term(s) of this Contract, one (1) on-site, full-time (1 FTE) experienced manager, and all necessary corresponding administrative assistants, ____ () dispatchers, ____ () routers, ____ () safety coordinator, and any other personnel deemed necessary by the Contractor ("Management Personnel"), who shall be responsible for the Contractor's performance of its management and operational obligations under this Contract. The Contractor shall be responsible for any costs and expenses for wages and benefits for all Management Personnel. The Contractor must schedule the Management Personnel so that all components of the Transportation Services are covered Monday through Friday, with office/management coverage from at least 5:30 a.m. to 5:00 p.m., or longer if Routes are being operated outside of these hours. It is expected that no lapse in office coverage will occur. Additionally, it will be expected that appropriate Contractor personnel will respond to any emergency calls associated with the Transportation Services after normal hours and on weekends. The assigned manager shall have, at a minimum, qualifications which meet the standards set forth in the requirements of the Pupil Transportation Act. The manager must hold and maintain a current commercial driver's license and a current school bus driver certificate in accordance with the Pupil Transportation Act.

B. Maintenance Personnel. The Contractor agrees to maintain, at a minimum, throughout the Initial Term and any Renewal Term(s) of this Contract, one (1) full time (1.0 FTE) on-site lead certified mechanic (with the minimum qualifications as required by the State of Michigan) and ____ () certified mechanics (____ FTE) who shall be responsible for all Maintenance Services ("Maintenance Personnel"). Maintenance Services must be available and performed between 5:30 a.m. and 5:30 p.m. daily unless otherwise required to perform the Transportation Services under this Contract, Monday through Friday, unless otherwise agreed to by the Parties in writing, however, the Contractor may adjust the schedule on an as needed basis based upon weather or other conditions, such as early morning "cold starts. It is expected that no lapse in coverage will occur and that all buses

- necessary to perform the Transportation Services will be maintain and operational on all days needed. The lead mechanic and other mechanics must hold and maintain a current commercial driver's license and a current school bus driver certificate in accordance with the requirements of the Pupil Transportation Act, as well as other licenses, certifications and endorsements necessary to perform the Maintenance Services. The Contractor shall be responsible for any costs and expenses for wages and benefits for all Maintenance Personnel.
- C. Staffing Modifications.** If Contractor elects to modify the Management Personnel or Maintenance Personnel from that set forth above to operate the Transportation Services and/or Maintenance Services, the School District will receive a pro-rata reduction to the rates under this Contract
- D. Bus Drivers.** The Contractor shall provide throughout the Initial Term and any Renewal Term(s) of this Contract, all necessary drivers as required to perform the Transportation Services contemplated herein as part of the cost per Route per day. Except as provided in Section 9 of **Attachment B** of this Contract, the Contractor shall be responsible for any costs and expenses for wages and benefits for all bus driver personnel. All Contractor bus driver personnel shall be licensed, certified and otherwise compliant with all applicable laws, rules and regulations, including but not limited to the Pupil Transportation Act, as applicable, at all times when performing any Transportation Services.
- E. Bus Aides.** If requested by the School District in writing, a Route shall have a Contractor-provided bus aide who is licensed, certified and otherwise compliant with all applicable laws, rules and regulations, including but not limited to the Pupil Transportation, as applicable, at all times when performing any Transportation Services. The bus aide will be charged at the Hourly Rate in addition to the cost per Bus per day as set forth in **Attachment B**.
- F. Removal From Services.** The Contractor retains and is responsible for all obligations and responsibility regarding the hiring and firing of any Contractor employees. However, if the School District does request Contractor to remove a Contractor employee from performing Transportation Services under this Contract at the School District, such request shall be in writing, with the reasons stated forth therein, and shall not be in violation of any federal, state or local law.
- G. Bus Driver Rate Audits.** The Contractor acknowledges and agrees that the agreed upon Rates set forth in **Attachment B** are based upon the Contractor's representations to the School District that Contractor bus driver personnel will be staffed and paid by Contractor at the minimum level per hour as set forth in **Attachment B**. The Contractor further acknowledges and agrees that these staffing and wage components of Contractor's proposal to enter into this Contract were material components of the School District's election to enter into this Contract and the School District's initiatives to ensure the Contractor's Transportation Services have a positive impact on the School District's educational operations. In order to ensure that the Contractor maintains compliance with these staffing and wage components, the Contractor shall submit to the School District with each regular monthly invoice, and as otherwise requested by the School District, payroll documentation that sets forth the following: (i) an employee variable (i.e., random number or otherwise); (ii) the job function (bus driver, bus aide, mechanic etc.); (iii) the hourly rate of pay; and (iv) the gross weekly pay, for personnel performing services under this Contract, accompanied by a signed "Statement of Compliance" indicating that the payroll information is correct and complete and that each Contractor personnel has been paid not less than the designated wage rate the Contractor has represented to the School District for the work performed. If it is determined that the Contractor has failed to comply with these staffing and wage components of this Contract, in addition to any other charges or deductions authorized by this Contract,

the Contractor shall promptly reimburse the School District the difference between the actual wage and the designated wage (as weighted to include all charges for taxes and benefits, etc) or value of benefits not paid by Contractor for all Transportation Services performed.

H. Background Checks. All Contractor management personnel, bus drivers (including substitutes), and bus aides, as well as any and all of its agents, employees or representatives who will regularly and continuously be on any School District premises or the buses to carry out the Transportation Services contemplated by this Contract, must be fingerprinted and subjected to criminal history and background checks through the Michigan State Police and Federal Bureau of Investigation, as detailed in Public Act 84 of 2006, as amended, prior to commencing any work under this Contract. These criminal background checks must be completed through the School District by having all applicable Contractor personnel present themselves, or any of its agents, employees or representatives, for proper fingerprinting and criminal backgrounds checks, as directed by the School District, or if permitted by law, having said Contractor personnel provide written notification to the School District that said individual has previously completed fingerprinting and a criminal history and background check as a Contractor employee or agent in connection with contracting or working for another Michigan school district, intermediate school district, public school academy or nonpublic school (each an "Agency") and indicating that the individual consents to the sharing or transferring of the appropriate fingerprinting and criminal history background report from the other Agency. If such transfer is not permissible under applicable law, Contractor acknowledges and agrees that Contractor personnel will be required to undergo the full fingerprinting and background check process. Additionally, Contractor represents and warrants to the School District that it will at all times during the Initial Term (or Renewal Term(s)) of this Contract be in compliance with the provisions of Michigan Public Act 84 of 2006, as amended, including, but not limited to, requiring all its personnel to report to the School District within three (3) business days of when any of its agents, employees or representatives who will regularly and continuously be on the School District's premises to carry out the Transportation Services contemplated by this Contract, is/are charged with a crime listed in Section 1535a(1) or 1539b(1) of the Revised School Code, being MCL 380.1535a(1) and 380.1539b(1), or a substantially similar law, and to immediately report to the School District if that person is subsequently convicted, plead guilty or plead no contest to that crime. The Contractor shall be responsible for all costs and expenses associated with the above-required fingerprinting and background checks. The Contractor shall supply all necessary data and information, as requested by the School District, to enable the School District to properly submit Contractor and its employees and agents for inclusion in the State of Michigan Department of Education's list of "registered educational personnel." The Contractor acknowledges and agrees that all background checks must be completed through the School District and the School District will not accept any background checks conducted through Contractor.

I. Training and Qualification Standards. It is the Contractor's and School District's intent to provide high-quality Services and to ensure the safety and comfort of the School District's students. The Contractor hereby recognizes the following training and qualification standards for its personnel:

- i. For the protection of students, the drivers and other persons who have contact with students and their families shall meet or exceed all certifications and requirements mandated by all applicable federal, state and local laws, rules and regulations.
- ii. The Contractor shall neither allow any person to drive a school bus if that person's conduct might in any way expose students to any impropriety of word or conduct, nor



shall the Contractor allow any person to drive a school bus who is not, at any time, in a condition of mental and emotional stability.

- iii. The use of tobacco and the possession or use by any person of alcohol, controlled substances, illegal drugs, firearms, knives, or other weapons are prohibited on school buses, or School District property.
- iv. All drivers shall comply with School District policies concerning student management and discipline, including, but not limited to, non-discrimination and corporal punishment of students.
- v. No driver or bus aide shall be assigned by the Contractor to work in the School District if they have been dismissed or removed from performing services for another school district or client of Contractor for unprofessional or illegal conduct.
- vi. All Contractor personnel shall meet the requirements of the Pupil Transportation Act, including, but not limited to, (a) not permit any person 17 years of age or less operate any bus; (b) not permit any person to operate a bus unless that person possesses a valid chauffeur's license, the appropriate vehicle group designation, a passenger vehicle endorsement, and a school bus endorsement as required under section 312e of the Michigan vehicle code, 1949 PA 300, MCL 257.312e; (c) not permit any person with a commercial driver license to operate a bus, unless the operation is in compliance with the drug and alcohol testing regulations under 49 CFR parts 40 and 382; (d) ensure a commercial driver license skills test has been passed by all persons who have violated any portion of MCL 257.1849(4); and (e) ensure that all bus drivers appropriately self-certify their commercial driver's license.
- vii. The Contractor shall provide all training for all bus drivers, regardless of whether they are full-time, temporary or substitute drivers. All drivers shall, at a minimum, receive at least six (6) hours of in-service training bi-annually from Contractor as required by the Pupil Transportation Act. All drivers shall be adequately trained to ensure proficiency in operating the bus to which the driver will be assigned. Drivers who are assigned to transport special needs students shall be adequately trained and physically able to carry out the transportation of the special needs students.
- viii. The Contractor shall administer tests acceptable to the School District that are designed to determine the presence of illegal drugs, controlled substances, or alcohol. The Contractor shall conduct random and reasonable suspicion drug and alcohol testing for all safety sensitive employees according to Federal and Michigan law, rules and regulations and School District policy. The Contractor shall have a zero tolerance policy for testing positive to illegal drugs and alcohol and shall immediately remove a driver or other personnel from working under this Contract if they refuse to submit to a drug test, tests positive for illegal drugs, controlled substances or alcohol or violates the law, possesses, sells or consumes illegal drugs, controlled substances or alcohol on School District property
- ix. The Contractor shall not provide or allow any bus drivers under this Contract who have more than six (6) points currently on his/her driving record pursuant to the State of Michigan point system maintained by the Michigan Secretary of State for safety of all students. Contractor shall also not provide any drivers under this Contract who have been convicted at any time of driving under the influence of intoxicating liquor or an illegal substance. All drivers shall be carefully selected as to character and ability and must meet and pass all requirements and tests provided under federal and

state laws, rules and regulations, including, but not limited to, the Pupil Transportation Act.

7. **CONTRACTOR RECORDS AND REPORTING REQUIREMENTS**

- A. Operating Records.** The Contractor shall make available to the School District at any time all operating, personnel and other records that the School District may request. Additionally, the Contractor will provide certain regular reports to the School District as specified by the School District. These operating records shall contain all information necessary for the School District to completely fulfill all reporting requirements mandated by the State of Michigan, including but not limited to, Pupil Transportation Forms SE-4094, SE-4096, and SE-4107. Additionally, the Contractor shall be responsible for providing the School District with all data and other information, in formats reasonably requested by the School District, necessary for the School District to file any required reports with the respective intermediate school district. These records must be provided to the School District at least two (2) weeks prior to the required filing date so that the School District may timely file all of the necessary aforementioned reports to receive any and all allotted transportation reimbursement from the State of Michigan or its respective Intermediate School District ("ISD").
- B. Personnel Records.** The Contractor, during the Initial Term and any Renewal Term of this Contract, shall maintain, and permit the inspection of by the School District at its request, records that include documentation of all drivers, management, and support staff compliance with all legal requirements and with all standards and requirements set forth in the Contract or requested by the School District. The Contractor shall furnish to the School District the following information semi-annually relative to each driver, and Contractor shall be responsible for keeping such information current:
- i. Name of driver and bus aide (last, first and middle initial).
 - ii. Proof of proper licensure, including the driver's driving permit and driver's license number, beginning bus certification cards, and 2-year continuing education cards
 - iii. Bus Driver Certification status and schedules
 - iv. Normal Route assignment of driver and bus aide
 - v. Unprofessional Misconduct Reports of driver and bus aide.
 - vi. DOT card and certification of medical fitness of driver.
 - vii. Commercial Driver's License self-certification record
- C. Vehicle Records.** The Contractor, during the Initial Term and any Renewal Term of this Contract, shall maintain, and permit the inspection of by the School District at its request, the following records, at no cost to the School District:
- i. The number of buses/vehicles unavailable for service during each operating shift (morning run, midday run, or afternoon run) due to inspection, repair, or other reason
 - ii. All pre-trip inspection sheets completed by drivers transporting the School District's Students.
 - iii. Bus and vehicle owners' manuals that include documentation of compliance with all legal requirements and with all standards and requirements set forth in this Contract, including, but not limited to, the requirements of the Pupil Transportation Act
 - iv. If the Michigan State Police (or other authorized entity) inspects any vehicles serving the School District or inspects the facility where the buses are parked and maintained, the

Contractor shall provide to the School District a copy of the inspection report(s) within five (5) days of the date of the inspection(s).

- D. Accident Reports.** All accidents or incidents involving the School District's students, personnel, and equipment shall be verbally reported to the School District immediately. The driver involved in any accident shall at the discretion of the School District, submit to Drug and Alcohol Testing immediately following the accident or upon return to transportation facility after completion of the bus run, unless otherwise required by law. A written report shall be submitted to the School District by the Contractor, on forms mutually agreeable to the School District and Contractor, within 24 hours of the time of the accident. Such report shall contain: (i) circumstances of the accident; (ii) whether students were on the bus at the time of the accident; (iii) whether injuries were sustained by any occupants of the bus; (iv) list of known witnesses; and (v) Police report number, when applicable. The Contractor shall provide to the School District any accident reports obtained from the Michigan State Police or from any other law enforcement agency as soon after the accident as they become available. If a Contractor bus driver is issued and convicted of a traffic citation, such driver cannot return to driving until they have completed a road test and other requirements required by law.
- E. Record Retention.** The Contractor shall maintain all records in accordance with the State of Michigan Education Bulletin #522 Revised and School District policy.
- F. Law Enforcement Citation.** If any bus is pulled over, stopped, detained or otherwise cited by any law enforcement agency, the Contractor manager/supervisor shall immediately notify the School District liaison of the incident and the circumstances surrounding the same. Thereafter, the Contractor shall provide a written report to the School District liaison within 24 hours, which report shall detail, at a minimum: (i) the incident; (ii) the basis for the bus being pulled over, stopped, detained or otherwise cited by the law enforcement agency; (iii) the name of the law enforcement agency; (iv) the bus number; (v) the name of driver involved; (vi) whether students were on the bus at the time of the incident; (vii) whether a citation issued or other action taken by the law enforcement agency; and (viii) what corrective action was taken, or will be taken, by the Contractor.

8. RATES, INVOICING AND PAYMENT

- A. Base Route Rates.** Rates for Transportation Services shall be in accordance with Attachment B. All Route rates must be on a cost per Bus per day basis and shall include all wages and benefits for all necessary Contractor personnel and any other costs and expenses necessary to perform the Transportation Services (except for bus aides or otherwise set forth in Attachment B). The School District shall not be charged for any Transportation Services that are not rendered.
- B. Bus Aides.** If a Route requires a bus aide or a bus aide is otherwise request by the School District in writing to be on a Route, the Contractor may charge the School District in addition to the Base Route Rate for the bus aide at the Hourly Rate set forth in Attachment B.
- C. Other Transportation Services.** If the School District requests Other Transportation Services, such as field trips or athletic runs, those will be charged at the Hourly Rate set forth in Attachment B.
- D. Route Modifier.** In order to account for the variation of duration of each Route, if a Route is modified so that it regularly and continuously operates above or below the stated Route duration which is outside the Contractor's control, the Contractor must notify the School District in writing. The Parties will then mutually agree to a new Route duration. To the

extent the new Route duration is above or below the stated Route duration, the Base Route Rate will be increased or decreased by the variable rate for each one-quarter (¼) hour a Route duration is modified. Daily fluctuations during due to normal driving conditions will not be subject to the modifier.

- E. Rate Adjustments.** Rates under this Contract shall not be modified expect upon the mutual agreement of the Parties. All Rates for a Renewal Term, if any, shall be negotiated by the parties. Notwithstanding the foregoing, pricing and compensation for each Renewal Term or extension of the Contract shall be negotiated by the parties; however, any increase shall not exceed the lesser of: 1) the percentage increase, if any, as established by the Consumer Price Index, All Items, for the All Urban Consumers (CPI-U), published by the United States Department of Labor, Bureau of Labor Statistics; or 2) two percent (2%).
- F. Invoices.** Contractor shall invoice the School District on a once-per-month basis for all Transportation Services rendered under this Contract. Invoices shall itemize charges on a per Route basis as requested by the School District. Invoices shall be submitted to the Accounts Payable, Grosse Pointe Public School System, 20601 Morningside, Grosse Pointe Woods, Michigan 48236
- G. Payment.** Payment of undisputed amounts in each invoice shall be made within thirty (30) days of receipt of the invoice. The School District will issue one payment per month. Disputes regarding amounts contained in any invoice will be communicated to Contractor by the School District, in writing, within ten (10) business days of the receipt of the disputed invoice. Payments of disputed amounts will be delayed unless Contractor is able to resolve the matter to the School District's satisfaction within ten (10) business days prior to payment due date. The School District will not be assessed any late payment penalties, fines or charges for disputed amounts not timely paid due to Contractor's failure to timely resolve the matter as set forth above.

9. INSURANCE

- A. Contractor Insurance.** The Contractor shall obtain and maintain the following insurance in force at all times during the Initial Term and any Renewal Term(s) of this Contract covering all insurable risks associated with the Contractor's obligations under this Contract. All Contractor insurance must be affected under valid and enforceable policies and issued by insurers licensed and admitted to do business in Michigan and have an A.M. Best rating of at least A.VI or pursuant to the requirements of the Michigan Department of Transportation and U.S. Department of Transportation for "For Hire" passenger carriers. The Contractor's insurance carrier must be reputable and acceptable to the School District, but acceptance of any licensed qualifying carrier shall not be unreasonably withheld.

<u>Policy</u>	<u>Minimum Limits</u>
(a) Workers Compensation	Statutory
(b) Commercial General Liability	\$5,000,000 combined single limit*
(c) Commercial Automobile Liability	\$5,000,000 combined single limit
(d) Excess Umbrella Liability	\$5,000,000 aggregate
(e) Employer Liability Insurance	\$500,000 each occurrence

* = Must include: (i) existence of busses or vehicles on location; (ii) coverage for student discipline and sexual abuse; (iii) negligent hiring; and (iv) contractual obligations.

- B. Insurable Interest.** The Parties acknowledge and agree that any vehicle owned by Contractor and either provided to or leased to the School District for use exclusively in the

performance of this Contract, where such vehicle is operated exclusively by Contractor or any Contractor vendors or agents in the performance of this Contract, shall be insured by Contractor as the "owner" under Michigan Law. Any vehicle owned or leased by the School District and either provided or leased to the Contractor for use exclusively in the performance of this Contract, where such vehicle is operated exclusively by the Contractor or any Contractor vendors or agents in the performance of this Contract, shall be insured by the Contractor as the "owner" (within the meaning of the "No-Fault Insurance" provisions of Michigan Law) as the person renting a motor vehicle or having the use thereof, under a lease or otherwise (hereby mutually agreed by the Parties to mean under the terms and conditions of this Contract) for a period greater than 30 days. For any such vehicle described in Section 11.2 of this Contract, where such vehicle is operated exclusively by the Contractor or any Contractor vendors or agents in the performance of this Contract, the Contractor shall maintain security for payment of benefits under personal protection insurance, property protection insurance, and residual liability insurance or as is otherwise consistent with Michigan No-Fault Laws. Moreover, the Parties agree that Contractor's insurance policies shall cover all damage to school bus vehicles.

C. Insurable Interest. The Parties acknowledge and agree that any vehicle owned by Contractor and either provided to or leased to the School District for use exclusively in the performance of this Contract, where such vehicle is operated exclusively by Contractor or any Contractor vendors or agents in the performance of this Contract, shall be insured by Contractor as the "owner" under Michigan Law. Any vehicle owned or leased by the School District and either provided or leased to the Contractor for use exclusively in the performance of this Contract, where such vehicle is operated exclusively by the Contractor or any Contractor vendors or agents in the performance of this Contract, shall be insured by the Contractor as the "owner" (within the meaning of the "No-Fault Insurance" provisions of Michigan Law) as the person renting a motor vehicle or having the use thereof, under a lease or otherwise (hereby mutually agreed by the Parties to mean under the terms and conditions of this Contract) for a period greater than 30 days. For any such vehicle described in Section 11.2 of this Contract, where such vehicle is operated exclusively by the Contractor or any Contractor vendors or agents in the performance of this Contract, the Contractor shall maintain security for payment of benefits under personal protection insurance, property protection insurance, and residual liability insurance or as is otherwise consistent with Michigan No-Fault Laws. Moreover, the Parties agree that Contractor's insurance policies shall cover all damage to school bus vehicles.

D. Coverage & Notice The School District shall be named as an additional insured. These coverages and limits are to be considered minimum requirements under this Contract and shall in no way limit the liability or obligations of the Contractor under this Contract. The Contractor shall cause all policies to include an endorsement to the effect that the policies shall not be modified, canceled or terminated without thirty (30) days prior written notice to the School District Superintendent or his/her designee, as well as the requirement that the insurance carrier immediately notify the School District when fifty percent (50%) of any aggregate limits on any of the above-required policies have been reached. In case of termination, the Contractor shall provide evidence of new insurance at the earliest possible date, but not later than ten (10) days prior to the termination of the original policy. Contractor shall provide said insurance before the effective date of this Contract and prior to the beginning of each school fiscal year. Moreover, the Contractor agrees to notify the School District Superintendent or his/her designee immediately of any claim arising pursuant to said policies.

- E. **Certificates.** The Contractor shall not commence operations under this Contract until the Contractor has obtained all insurance stated in these requirements, all insurance has been reviewed by the School District, and Certificates of such insurance have been made available to the School District.

10. **INDEMNIFICATION**

- A. **General Indemnification.** Contractor shall indemnify, defend and hold harmless the School District, its Board and its Board Members in their official and individual capacities, its employees and agents, from and against all claims, counter-claims, suits, debts, demands, actions, judgments, liens, liabilities, costs, expenses, damages, and actual attorney fees and actual expert witness fees arising out of or in connection with Contractor's performance of the Transportation Services pursuant to this Contract and/or from Contractor's violation of any of the terms of the Contract, including, but not limited to: (i) the negligent acts or willful misconduct of the Contractor, its officers, directors, employees, agents and subcontractors; (ii) any breach of the terms of this Contract by the Contractor, its employees or agents; (iii) any violation of applicable state and/or federal law, rule, ordinance, policy or regulations and/or licensing and permitting requirement applicable to providing the Transportation Services by Contractor, its employees or agents, or (iv) any breach of any representation or warranty by the Contractor under this Contract by Contractor, its employees or agents. The Contractor shall notify the School District by certified mail, return receipt requested, immediately upon knowledge of any claim, suit, action, or proceeding for which it may be entitled to indemnification under the Contract. The above indemnification by the Contractor does not extend to liability is caused by the School District.

- B. **Environmental Indemnification.** Throughout the Initial Term, or any Renewal Term of this Contract, Contractor shall not permit itself or any third party to use, generate, handle, store or dispose of any Hazardous Substances in, on, under, upon or affecting any School District property in violation of any applicable law or regulation. As used herein, the term "Hazardous Substances" shall mean (i) any hazardous or regulated substance as defined by all federal, state and local environmental laws, including, but not limited to, Federal Water Pollution Control Act (33 U.S.C. §§ 1251 et seq.) ("Clean Water Act"), the Resource Conservation & Recovery Act (42 U.S.C. §§ 6901 et seq.) ("RCRA"), Safe Drinking Water Act (42 U.S.C. §§ 300f-j-26), Toxic Substances Control Act (15 U.S.C. §§ 2601 et seq.), Clean Air Act (42 U.S.C. §§ 7401 et seq.), the Comprehensive Environmental Response, Compensation and Liability Act (42 U.S.C. §§ 9601 et seq.) ("CERCLA"), the Emergency Planning and Community Right to Know Act, 42 U.S.C. §§ 11001 et seq. ("EPCRA"), the Michigan Natural Resources and Environmental Protection Act (MCL § 324.101 et seq.) the administrative rules and regulations promulgated under such statutes, or any other similar federal, state or local law or administrative rule or regulation of similar effect, each as amended and as in effect and as adopted as of the date of execution of this Contract, (ii) any other pollutant, contaminant, hazardous substance, waste, hazardous material, radioactive substance, toxic substance, noxious substance, hazardous waste, particulate matter, airborne or otherwise, chemical waste, medical waste, crude oil or any fraction thereof, radioactive waste, petroleum or petroleum-derived substance or waste, asbestos, PCBs, radon gas, all forms of natural gas, or any hazardous or toxic constituent of any of the foregoing, whether such substance is in liquid, solid or gaseous form, or (iii) any such substance the release, discharge or spill of which requires activity to achieve compliance with applicable law. This section shall survive the expiration or earlier termination of this Contract.

Contractor hereby agrees to indemnify, defend and hold harmless School District, its successors, assigns, officers and members of its Board of Education (in their individual and

official capacities) and employees, from and against any and all fines, charges, penalties, losses, costs, damages, liabilities, cleanup or response activity fees, costs and/or expenses (including reasonable attorneys' fees and actual consultants' fees) incurred by the School District as a result of any claims, demands, actions, causes of action, suits, proceedings, investigations, assessments and audits, whether of law or in equity (collectively "Claims") attributable to: (i) any third party claim or demand arising out of or in connection with any Hazardous Substances generated, stored, leaked, spilled, discharged, emitted, or otherwise disbursed, in, on, under, above or about the Facility or the property on which the Facility is located, or violation of any Environmental Laws by Contractor, its employees or agents after the Effective Date of this Contract; (ii) injuries sustained or other tort actions brought for Claims arising out of or related to any Hazardous Substances or the Contractor's use/occupancy of School District property or Facility or the property on which the Facility is located; (iii) the presence, disposal (including off-site disposal), escape, leakage, discharge, emission, release or threatened release of any Hazardous Substances by Contractor, its employees or agents in, on, under, above, from or about the Facility or the property on which the Facility is located from and after the Effective Date of this Contract; and (iv) compliance with any administrative notice, order, request or demand relative to any Hazardous Substances on the Facility or the property on which the Facility is located or violation of any Environmental Laws by Contractor. Contractor's indemnification described above specifically includes, but is not limited to, the direct obligation of the Contractor to promptly perform any remedial or other activities required or ordered by any administrative agency or government official, or are otherwise necessary to avoid injury or liability to any person or property, to prevent the spread of any pollution and/or contamination, or to permit the continued safe use of the Facility. This Section 10.B shall survive the expiration or earlier termination of this Contract. Except as provided for in the Use Agreement, the Contractor's foregoing indemnification obligations shall not extend to liability for any violations of Environmental Laws or environmental conditions existing on School District property prior to the Effective Date of this Contract, or for any violations of Environmental Laws or environmental conditions which occur or are caused by the School District, its employees or agents or other third parties outside of Contractor's control during the Initial Term or Renewal Term(s), if any, or subsequent to the date Contractor ceases use or occupancy of the School District's property following the expiration or earlier termination of this Contract. Persons at the Facility or the property on which the Facility is located with the permission of the Contractor or in privity with the Contractor, even if independent contractors, are inside "Contractor's control" solely for purposes of this section.

11. TERMINATION

A. Termination for Cause. In the event the Contractor fails, at any time, to comply with, fully perform and strictly adhere to any covenant, condition or representation contained in this Contract or the Contract Documents, whether it be performed by the Contractor, its agents or employees, the School District shall have the right to provide written notice to the Contractor of such breach. If such breach, in the School District's reasonable discretion, causes the Contractor to provide the Transportation Services in a manner unsatisfactory to the School District, or in any unsafe manner or process, including but not limited to, bus driver recruitment and training, bus driver safety process and procedure, student passenger safety process and procedure, vehicle specifications, inspection and maintenance, environmental compliance, routing, or student passenger pick-up/drop-up points, the Contractor shall be afforded forty-eight (48) hours to remedy any such breach from the time of receipt of such written notice. If such breach is impossible to remedy within forty-eight (48) hours, only because of weather conditions making roads impassable or other acts of God or strikes, the

School District, at its option, may extend said remedy period in its sole discretion, in writing. For any other such breach by Contractor, Contractor shall have fifteen (15) business days to remedy such breach from the time of receipt of such written notice. If Contractor fails to cure any breach within the forty-eight (48) hour or fifteen (15) day periods, or as those periods may be extended by the Parties, this Contract may be immediately terminated by the School District upon written notice to the Contractor. Further, failure to exercise the School District's rights within forty-eight (48) hours or fifteen (15) business days does not preclude any subsequent right to exercise at a later date. This Contract may also be terminated in accordance with Section 30 of this Contract. If the Contract is terminated in accordance with any of the provisions contained herein, all rights of the Contractor under the Contract shall cease, except that Contractor shall be paid for those Services satisfactorily performed prior to the termination of this Contract.

- B. Termination for Convenience.** Notwithstanding Section 11.A above, the School District may terminate this Contract for convenience upon six (6) month's written notice (or such other time period agreed to by the Parties), provided that such termination becomes effective at the end of the then current fiscal year (June 30). If the Contract is terminated in accordance with any of the provisions contained herein, all rights of the Contractor under the Contract shall cease, except that Contractor shall be paid for those Services satisfactorily performed prior to the termination of this Contract.

12. PERMITS, LICENSES AND COMPLIANCE WITH LAWS

Contractor, its employees and agents shall secure, at its sole cost and expense, and maintain all necessary permits, licenses and certifications as required by federal, state and local laws, including, but not limited to the Pupil Transportation Act and Motor Bus Transportation Act, as applicable. The Contractor shall comply with any and all laws, rules, regulation, ordinances, policies (including all permits and plans applicable thereto) and School District policies, applicable to providing the Services contemplated under this Contract. The Contractor, including its employees and agents, shall be responsible for knowing the School District's policies concerning appropriate behavior of persons in its schools, on its properties and in its buses, including for example, the prohibitions of sexual harassment, alcohol and smoking, and shall comply with all such policies. The School District shall use its best efforts, as reasonably requested by the Contractor, to assist the Contractor to comply with any and all applicable federal, state or local laws, rules and regulations, as well as all School District policies, procedures, rules and regulations. The Contractor by execution of this Contract represents and warrants that it shall at all times be in compliance with any and all applicable federal and state laws, rules, ordinances, policies and regulations and licensing and permitting requirement applicable to providing the Services contemplated under this Contract. The Contractor shall in the performance of such Services, fully comply with any and all applicable federal, state, or local laws, rules and regulations, and shall indemnify, defend and hold the School District harmless from any liability from Contractor's, its employees' or agents' failure to so comply. Notwithstanding the foregoing, in the event any federal, state, local or other governmental body's laws, rules or regulations are revised, changed or amended, or in the event there are revisions, changes or amendments to the School District's policies, procedures, rules and regulations, the Contractor shall comply with all such revised, changed or amended laws, rules, regulations or policies, provided however, to the extent such revisions, changes or amendments to applicable laws, rules, regulations or policies cause a material increase to Contractor's costs to operate the Transportation Services, the School District and Contractor agree to negotiate in good faith a mutual agreeable reasonable adjustment, if any, to the Contractor's Rates under this Contract. Moreover, any adjustments Contractor makes to its own internal policies and procedures shall not be cause to increase Contractor's Rates or scope of Transportation Services under this Contract.

All Services to be furnished by the Contractor and the Contractor's working conditions and employment practices shall comply with all applicable state and federal requirements, including, but not limited to, the Occupational Safety and Health Act ("OSHA").

13. GOVERNING LAW

This Contract shall be governed by and construed in accordance with the laws of the State of Michigan. The parties hereby agree to the exclusive jurisdiction and venue of courts sitting in Wayne County, Michigan.

14. TAXES

Contractor is responsible for sales, property (both real and personal) taxes, as well as any other applicable taxes related to the Services provided under this Contract, or attributable to Contractor's use of or operations on School District Property.

15. REPAIRS TO PROPERTY DAMAGE

Damage to the School District Facility or School District property caused by the Contractor, its agents or employees shall be repaired so the Facility or properties are in as good condition as before entering into this Contract. All repairs shall be accomplished at no cost to the School District.

16. ASSIGNMENT AND SUBCONTRACTING

This Contract shall not be assigned, nor subcontracted, in whole or in part, without the prior written consent of the School District, but in no case shall such consent change the terms of the Contract. Notwithstanding the foregoing, the Contractor may assign this Contract if the assignment is made to a parent company, wholly-owned subsidiary or affiliated company.

17. NOTICES

Unless otherwise provided in this Contract, all notices, requests, demands and other communications shall be in writing and are effective three (3) days after deposit in the U.S. mail, certified and postage paid, one (1) business day after sending via electronic means, or upon receipt if personally delivered or sent by next-business-day delivery via a nationally recognized overnight courier to the addresses set forth below. The School District or the Contractor may from time to time designate any other address for this purpose by providing written notice to the other Party.

To the School District. All required notices to the School District shall be delivered to the Superintendent, Grosse Pointe Public School System, 20601 Morningside, Grosse Pointe Woods, Michigan 48236, with a copy to Jeremy S. Motz, Esq., Clark Hill PLC, 151 S. Old Woodward Ave., Suite 200, Birmingham, MI 48009.

To the Contractor. All required notices to the Contractor shall be delivered to: _____, Attn: _____, at _____.

18. SEVERABILITY

In the event any provision(s) of this Contract shall be illegal or invalid for any reason, said provision(s) shall be deemed to be fully severable without affecting the remaining provisions of this Contract and this Contract shall be construed and enforced as if said illegal or invalid provision(s) had never been inserted herein.

19. NO WAIVER

No waiver of any term or condition of this Contract shall be valid or binding on either Party unless the same shall have been mutually assented to in writing by both Parties. The failure of either Party to enforce at any time any of the provisions of this Contract, or the failure to require at any time performance by the other Party of any of the provisions of this Contract, shall in no way be construed to be a present or future waiver of such provisions, nor in any way affect the validity of either Party to enforce each and every such provision thereafter

20. COUNTERPARTS

This Contract may be executed in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one instrument.

21. ENTIRE CONTRACT

This instrument contains the entire Contract entered into between the Parties hereto, its terms may not be modified except in writing signed by the Contractor and the School District. This Contract supersedes and takes the place of all prior contracts, and/or understandings, whether written or oral between the School District and the Contractor.

22. INSOLVENCY

In the event, the Contractor becomes insolvent or seeks the protection of the U.S. Bankruptcy Court, then at the School District's option; this Contract may be immediately terminated by the School District.

23. CONFIDENTIALITY

Contractor shall keep confidential and not disclose to third parties any information developed or created under this Contract or provided by the School District pursuant to this Contract, including information protected under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. & 1232g; 34 CFR Part 99) and its associated regulations, unless Contractor has received prior written consent of the School District.

24. FORCE MAJEURE

If the performance by either Party hereto of its respective obligations of this Contract is delayed or prevented in whole or in parts by acts of God, fire, floods, storms, explosions, accidents, pandemics, epidemics, war, civil disorder, state of emergency, terrorism, governmental/executive order, quarantine or any other casualty or cause beyond either Party's control, and which cannot be overcome by reasonable diligence and without unusual expense, such party shall be excused, discharged and released of performance only to the extent such performance or obligation is so delayed or prevented by such occurrence without liability of any kind.

The School District shall have the right to take over the operation of the buses if Contractor is prevented from operating for the reasons described above. Notwithstanding the foregoing, in the event of a strike, the Contractor shall procure replacement personnel necessary to perform the Transportation Services. If the Contractor does not procure such replacement personnel, the School District may procure the same and deduct the associated costs and expenses from the amounts owed to the Contractor, or terminate this Contract. It is agreed that a change in market conditions does not constitute force majeure.

25. PERFORMANCE INCENTIVE

The School District and Contractor agree that in certain circumstances, the actual amount of damages incurred by the School District will be difficult to assess and/or may be immeasurable. Accordingly, under the following circumstances, the School District may assess damages against the Contractor, to be paid as liquidated damages and not as a penalty or forfeiture. These

damages accrue in addition to the School District's expectation that it will not pay for any Services that have not been provided. No liquidated damages will be assessed during the first two (2) weeks of each school year, and thereafter during weeks in which 95 percent of all runs operated by the Contractor are neither early nor more than 15 minutes late when compared to the scheduled departure and arrival times. If fewer than 95 percent of all runs are operated on time, liquidated damages may be assessed for the following infractions, provided that the School District implement any such liquidated damages more than 90 days after the date of the infraction:

A. Early, Late, and Missed Runs. Early, Late, and Missed Runs. Each Route that is either early or late to pick up or drop off by more than 15 minutes, during which time a stop is missed (causing a need to backtrack or re-route another bus), or if a run is missed, the Contractor shall be subject to the assessment of \$150 in liquidated damages. In any case, no bus route shall be assessed more than three times that amount (\$450) per day for liquidated damages under this subsection. The provisions of this subsection do not apply when delays are caused by conditions beyond the control of the Contractor, as determined by the School District.

26. ATTACHMENTS TO CONTRACT

All attachments referred to in this Contract are attached hereto and incorporated herein by reference.

27. REDUCTION IN SERVICES

The School District reserves the right to reduce/increase the frequency or scope of the Services during the Initial Term, or Renew Term(s), if any, of this Contract. If the School District reduces/increases the level of Services due to, by way of example and not limitation, a change in level of school operations that require a modification to the Services, a Facility closure (including partial closure), or the closure, modification or cessation of school operations, such reduction/increase will be communicated to the Contractor in writing and from the effective date of such modification, the School District will not be charged for Routes not operated.

28. NON-APPROPRIATION OF FUNDS

The School District represents (1) that it has adequate funds to meet its obligations under this Contract during the 2023-24 fiscal year, (2) that it intends to maintain this Contract from the full period set forth herein and has no reason to believe that it will not have sufficient funds to enable it to make all payments due hereunder during such period, and (3) that it will use its best effort to obtain the appropriations and that the availability of funds is contingent upon varied sources. If the School District determines, in its discretion, that it lacks adequate funds to pay part or all of the payments for the Services described in this Contract, the School District's obligation under this Contract will terminate as of the date that the funding expires without further obligation to the Contractor upon written notification to the Contractor. In the event funding is restored, Contractor shall have the right of first refusal to resume providing services to School District in accordance with this Contract.

29. AUTHORITY TO CONTRACT

Both the School District and Contractor represent that each has the authority under law to execute, deliver and perform this Contract and to incur the obligations provided for under this Contract, that its actions have been duly and validly authorized, and it will adopt any and all resolutions or expenditure approvals required for execution of this Agreement. The individuals signing this Agreement represent that they have authority to do so on behalf of the respective Party.

30. ADDITIONAL CLEANING AND SAFETY MEASURES

The Parties agree that in order to operate the buses in a safe manner, the Contractor will adhere to all safety and cleaning protocols required by the School District, applicable law, executive orders or other applicable requirements of the State of Michigan, including but not limited to: (i) any requirements to clean and disinfect each bus, including seats and high-touch areas on the bus, (ii) clean and disinfect equipment on the bus, including items such as car seats, wheelchairs, walkers and adaptive equipment daily; (iii) require the bus driver, staff and all students in grades Pre-K through 12, if medically feasible, to wear a mask or face cover while riding the bus if such is a requirement of the State of Michigan and/or the School District; and (iv) require the bus driver to wear any other personal protection equipment (PPE) mandated by the State of Michigan and/or the School District. The Parties acknowledge and agree that the costs for any cleaning supplies, PPE or other supplies and materials are included in the Contractor's rates.

WHEREAS, the Parties hereto on this day execute this PUPIL TRANSPORTATION SERVICES CONTRACT as of the Effective Date.

**GROSSE POINTE PUBLIC SCHOOL
SYSTEM**

[CONTRACTOR]

By: _____

By: _____

Its: _____

Name: _____

Date: _____

Title: _____

Date: _____

ATTACHMENT A

Pricing Assumptions & Conditions

1. The Daily Route Charges listed below will be charged on a per Route per day basis, plus or minus the appropriate Route Modifier for Routes that are more or less than the base Daily Route Time, if applicable. A "Route" includes the AM tier runs, Mid-Day runs (if any), and PM tier runs that are all operated by the same bus.
2. The Daily Routes Charges are based upon an average blended daily Route time of hours of service per day per Route for the 2023-24 school year and hours of service per day per Route for subsequent school years ("Daily Route Time"). The Daily Route Time is calculated from "gate to gate" from the School District's Transportation Facility, plus any mandatory pre- and post-trip inspection time (not to exceed 30 minutes per day).
3. The Route Modifier will only apply to any Routes that have an established/scheduled Route length that is above or below the Daily Route Time. For such Routes that are above or below the Daily Route Time, the Daily Route Charges will be calculated by taking the actual scheduled Route time per day for each of those Routes, calculated to the nearest quarter (1/4) of an hour, and multiplying the number of 1/4 of an hour increments above or below the Daily Route Time by the Route Modifier. For example, if the actual scheduled route time for a Route is 5 hours per day, the daily Route charge for that Route would be calculated as: [Daily Route Charge + (4 x Route Modifier)].
4. Once the rates for each of the approved Routes are set (utilizing the Daily Route Time as adjusted with the Route Modifier as set forth above) and agreed upon by the Parties at the beginning of the school year, the Route rate for each Route shall remain at the agreed upon amount until such time that the average actual Route time for the designated Route increases or decreases by 15 minutes and such increases or decreases are not within the control of the Contractor. The average actual Route time shall be calculated by averaging the actual "gate to gate" time to operate the Route each day over the period of one (1) month of service. The Contractor shall provide detailed documentation necessary to verify any changes in Route times, and the School District shall have the right to review and approve any Route time changes with the Contractor prior to the implementation of a new Route charge for a particular Route(s).
5. All Field Trips, Athletic Trips and Extra-Curricular Trips shall be calculated on an Hourly Basis. However, if a particular Field Trip, Athletic Trip and/or Extra-Curricular Trip is operated on a regular basis in such a fashion that it can be added to an existing Route for efficiency purposes, such time calculations and Route length will be calculated using Items 3 and 4 above.
6. It is the understanding of the Parties that the Contractor has based its pricing and fixed costs of the transportation system on the School District operating school and requiring "regular route" transportation services on a minimum **180 days during the academic year during the Initial Term**. To cover certain fixed costs of the system occurring regardless of whether school is in session, a 180-day "Academic School Year Minimum" (the "academic year" runs from the first day of school in September until the last day of school in June and does not include summer transportation) shall apply to regularly scheduled Routes. It is the understanding of the Parties that the School District will not be charged for Routes on any days in which school is not in session, except as provided in Items 6.a. and 6.b. below:
 - a. **Intermittent Closures**. If the School District operates less than 175 days per academic school year that require Transportation Services due to the closure of school caused by snow days, power outages or other similar intermittent events, the School District will be

charged 50% of the Daily Route Charge for each Route operated less than 180 days. Notwithstanding the foregoing, if the School District operates 181 or more days of school per academic year (excluding days operated for summer or extended year programs), then the School District will be charged 50% of the Daily Route Charge for each Route operated 181 or more days.

- b. **Extended Closures.** If the School District is required to close school and not operate Transportation Services for an extended period (which the Parties agree means a period that extends beyond ten (10) consecutive school days), then the Parties agree that for all school days under the School District's school calendar that would have required Transportation Services for the transportation of Students but for the School District replacing in-person school instruction with hybrid/remote learning instruction, the School District agrees to pay Contractor as follows:

- i. 55% of the then current cost per Route per day in accordance with Contract, plus any applicable surcharge if a Contractor-owned bus would be used to operate the Route under the Contract, for each Route that is not operated due to such extended closure in order to help Contractor cover fixed costs and wages to continue to provide Transportation Services in a timely and efficient manner, provided that the 55% charge is only applied against a regularly scheduled Routes if

- 1) the Contractor has a qualified and trained bus driver assigned and in active employment status with the Contractor and who is receiving their full rate of pay (the "Driver");
- 2) all other Contractor staff positions ((i) Management Personnel, and (ii) Maintenance Personnel) serving the School District remain in active employment status receiving their full rate of pay with Contractor;
- 3) all wages attributable to Contractor staff who perform Transportation Services on behalf of the School District shall be paid on the respective employee's prevailing/regular rate of pay, and not a discounted hourly wage rate; and
- 4) the Contractor performs all Transportation Services within the parameters required under Contract;

- ii. 25% of the then current cost per Route per day in accordance with Contract, plus any applicable surcharge if a Contractor-owned bus would be used to operate the Route under the Contract, for each Route that is not operated due to such extended closure in order to help Contractor cover fixed costs and wages to continue to provide Transportation Services in a timely and efficient manner if the Driver is not in active employment status with the Contractor and who is receiving their full rate of pay

- c. The Parties agree that the School District may elect to operate under Item 6.b.ii above at its option during a school closure that constitutes an extended period hereunder.
- d. As a condition of payment of the charges set forth in Item 6.b., with each invoice, no later than five (5) days after each of Contractor's weekly or bi-weekly payroll cycle, the Contractor shall make available to the School District for inspection all books, records and data related to the wages paid by Contractor to the Contractor personnel assigned to the School District and if part of this verification process, it is determined that terms and conditions of this Attachment B have not be met, or that Contractor personnel are no

longer employed by, or have been laid off or furloughed by, the Contractor, the charges hereunder shall be adjusted to account for such issues and the Contractor shall reimburse the School District over-payment of fees due such issues

- e. Should the School District elect to operate under Item 6.b.i. above and also elect to operate a food delivery program, athletic or extra-curricular routes or some other auxiliary transportation services to provide support services to its students or community, the Contractor will utilize staff from its to/from school or extra trips service team, and Routes may be modified using drivers but the Contractor will not be entitled to any additional fee for these services unless such services exceed the parameters of the services contemplated in the Contract.
7. Unless otherwise agreed to by the Parties in writing, the Parties agree that the Contractor will operate the transportation system with, and the Contractor's rates are based upon the operation of 7 general education and 3 special needs education routes on a daily basis during the Academic School Year.
8. In the event that there are significant, documented increases or decreases in the costs of providing transportation services under this Contract, the Contractor and the School District may, by mutual written agreement, adjust the base charges to reflect such cost changes. The Parties agree that a significant increase or decrease equates to an impact on the costs of the services in excess of 10% of the following service categories: i) number of Routes operated by the Contractor on a daily basis and ii) the number of buses that must be maintained by the Contractor.
9. The Contractor's rates are based upon the Contractor providing all health benefits for those eligible individuals if they elect such health benefits through the Contractor.
10. The Contractor's rates are based upon the Contractor providing the necessary bus maintenance and the School District securing fuel to perform the Transportation Services for the School District. The Contractor shall be liable for all costs and expenses associated with any misuse of the fuel secured by the School District
11. Any adjustments to the below Charges and Rates for any Renewal Terms exercised by the Parties shall be adjusted in accordance with this Contract.

Charges and Rates

TRANSPORTATION SERVICES			
<u>Pricing Parameter</u>	<u>2023-2024***</u>	<u>2024-2025***</u>	<u>2025-2026***</u>
Special Education Route Daily Route Charge – School Bus			
Special Education Route Daily Route Charge – Sedan Service			
General Education Route Daily Route Charge – School Bus			
Mid-Day Runs/Shuttles (Hourly Charge per Run if not attached to Route)			
Extra-Curricular/Athletic Trips (Charge Per Hour)			

*** = These Daily Route Charges are based upon 180 days of service during the academic year and based upon a blended average daily Route time of _____ hours over all Routes operated.

OTHER PRICING PARAMETERS			
<u>Pricing Parameter</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>
Transportation Aides (Charge Per Hour)			
Route Modifier (Per 1/4 th of an Hour (0.25))			

Fuel Surcharge

The School District agrees to pay for fuel used by the Contractor to perform the Transportation Services in accordance with the following formula:

APPENDIX F

School District SE-4094 & SE-4107

ATTACHED

Grosse Pointe

frmrptSE4094Printout

FID Application
2021-2022 SE-4094 Transportation Expenditures

11/3/2022 5:27 PM

82055 - Grosse Pointe Public Schools

Contact: Brandy Pavlik

Phone: 313-432-3062 Email: pavlikb@gpschools.org

Person responsible for bus operations: Amanda Matheson

LINE	Account Code Description	Reg/Voc Ed		Spec Ed-Sec 52		Spec Ed-Sec 53a		Total
		FTE	Expenditure	FTE	Expenditure	FTE	Expenditure	
		(1)	(2)	(3)	(4)	(5)	(6)	
1	Supervision	0	0	0	0			0
2	Bus Driver	0	0	0	0	0	0	0
3	Secretarial/Clerical	0	0	0	0			0
4	Aides	0	0	0	0	0	0	0
5	Other Support	0	0	0	0			0
6	TOTAL SALARIES	0	0	0	0	0	0	0
7	Employee Benefits		0		0		0	0
8	Local Expenses		0		0		0	0
9	Telephone/Postage		0		0			0
10	Other Utilities		0		0			0
11	Purch Serv - Staff	0	0	0	0	0	0	0
12	Other Non-Veh Purch Serv		0		0			0
13	TOTAL NON-VEH RELATED P/S		0		0		0	0
14	Pupil Trans Common Carrier	0	0	2	137,519	0	0	137,519
15	Pupil Trans Common Carrier (black/yellow)	0	0	12	800,305	0	0	800,305
16	Pupil Trans Family Veh Cost	0	0	0	0	0	0	0
17	Pupil Trans Taxi Cab	0	0	0	0	0	0	0
18	Pupil Trans Fleet Insurance	0	0	0	0	0	0	0
19	Contracted/Leased Buses	0	0	0	0	0	0	0
20	Other Vehicle Related Costs		0		0	0	0	0
21	TOTAL VEHICLE RELATED P/S		0		937,824		0	937,824
22	Gasoline/Fuel		0		0		0	0
23	Oil/Grease		0		0		0	0
24	Tires/Batteries		0		0		0	0
25	Other Supplies/Repair Parts		0		0			0
26	Office Supplies		0		0			0
27	TOTAL SUPPLIES		0		0		0	0
28	Other Expense/Adjustment		0		0		0	0
29	Bus Amortization		0		0		0	0
30	TOTAL EXPENDITURES		0		937,824		0	937,824
31	Total Annual Miles		0		107,352		0	107,352
32	Riders Per the Count Week		0		56.0		0	56
33	Total Fuel Consumed (in gallons)		0		13,637		0	13,637

34	Miles per Gallon		0.00	7.87	0.00	7.87
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MICHIGAN DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION
FINANCE AND PROGRAM MANAGEMENT UNIT
BOX 30008, LANSING MICHIGAN 48909

School Bus Inventory - FINAL

School Year: 2021 - 2022

Run Date: 2/15/2023

ISD: 82 Wayne RESA
District: 82055 Grosse Pointe Public Schools

Ref No	Bus No	Chas	VIN	POY	MOY	Body	Style	Fuel	Equip	Cap	Cost	Stat	AT	Depreciation		
														Last Yr	Annual	Total
60256	438	08	4DRBUSKP8DB299973	2012	2013	08	C	01	02	65	0	K2	A	0	0	0
60255	371	07	1GB3G2BG5E1165658	2014	2014	99	C	02	04	22	0	K2	A	0	0	0
60254	366	07	1GB3G2BG7F1164108	2015	2015	18	C	02	04	22	0	K2	A	0	0	0
60253	310	07	1GB6G3AGXA1110136	2015	2010	14	C	02	04	24	0	K2	A	0	0	0
60252	248	15	4UZABRDTXGCHM8415	2015	2016	14	C	01	04	24	0	K2	A	0	0	0
60251	244	15	4UZABRDT2GCHM8411	2016	2016	14	C	01	04	24	0	K2	A	0	0	0
60250	197	14	4UZABRDT49CAE3432	2008	2009	14	C	01	02	71	0	K2	B	0	0	0
60249	107	07	1GDJG316X91154786	2010	2010	14	C	02	04	18	0	K2	A	0	0	0
56740	2	07	1GB3G3BG7C1175577	2014	2014	14	C	02	02	20	0	K2	A	0	0	0
54821	237	07	1GD675BL3C1119889	2013	2013	14	C	02	02	24	0	K2	A	0	0	0
54819	235	07	1GD675BL7C1119863	2013	2013	14	C	02	02	24	0	K2	A	0	0	0
51940	137	07	1GDJG316891157010	2010	2010	14	C	02	02	18	0	K2	A	0	0	0
												District Totals		12	Total Annual Amortization	
												K2 CONTRACT SPEC ED SECTION 52		12	0	
												Total		12	0	