

Anderson County Government

REQUEST FOR PROPOSAL (Formal)

Hazel Gibson, Interim Purchasing Agent
100 North Main Street, Suite 214
Courthouse
Clinton, Tennessee 37716
(865) 457-6218 Office
(865) 457-6252 Fax

purchasing@andersontn.org
<http://andersontn.org/purchasing>

RFP No.: 4674

Date Issued: April 22, 2016

**Bids will be received until
11:30 a.m. Eastern Time on May 12, 2016**

Sealed bids are subject to the General Terms and Conditions of this bid, and any other data attached or incorporated by reference. Bids will be received in the office of the Anderson County Purchasing Agent until the date and time specified above, and at that time publicly opened and read aloud.

THE ANDERSON COUNTY PURCHASING AGENT RESERVES THE RIGHT TO WAIVE ANY INFORMALITIES IN OR TO REJECT ANY OR ALL PROPOSALS AND TO ACCEPT THE PROPOSAL DEEMED FAVORABLE AND IN THE BEST INTEREST OF ANDERSON COUNTY.



Hazel Gibson, Anderson County Interim Purchasing Agent

RFP DESCRIPTION

School Bus Contractor Routes
For the period of July 1, 2016 – June 30, 2020.

It is Anderson County's intent to award a four (4) year contract with an option to renew for four (4) additional years, at one (1) year increments.

All vendors must submit one (1) original hard copy, two (2) digital copies and four (4) exact hard copies of their proposal.

Contact Purchasing in writing with any questions. Refer to General Terms and Conditions Section 1.2.

RFP #4674
School Bus Contractor Routes
Specifications

A. BID PERIOD

This bid is for the period of 07/01/2016 - 06/30/2020, four (4) year contract with an option to renew for four (4) additional years, at one (1) year increments.

B. PURPOSE

Anderson County is issuing this Request for Proposal to expedite the process of purchasing all district bus routes for the Anderson County School System. The successful bidder must agree that their prices will remain as quoted (or less) until at least June 30, 2016. The successful bidder will lock bid prices at the signing of the contract.

C. INQUIRIES

Direct all questions related to this Request for Proposal to the Purchasing Department at purchasing@andersontn.org, include the Request For Proposal number with all questions. Vendors must understand that the only official answer will be the ones issued in addenda from the Anderson County Purchasing Department. Do not address questions directly to Anderson County Schools.

D. AWARD

Awards, if made, will be made to the contractor whose proposal is most advantageous to Anderson County. Anderson County reserves the right to award to multiple vendors.

E. CRITERIA – EVALUATION OF PROPOSALS

Anderson County will use the following criteria to evaluate each proposal:

1. Vendor ability, capacity, skill and financial resources to provide the service.
2. Vendor ability to meet responsibilities outlined in this Request for Proposal and resulting contract and to produce the required outcome in a timely manner.
3. Vendor reputation and experience to include three references from an educational institution. Reference letter must include institution name, contact name, phone number and email address.
4. Vendor's previous satisfactory performance in fulfilling contracts of similar size and scope.
5. Vendor must meet all contractual and state requirements for equipment. Vendors must also provide proof of successful state bus inspection before contract will be awarded and before 2016 – 2017 school year begins.
6. Vendor must submit documentation outlining a daily communications plan with Anderson County Schools.
7. Cost.

F. CONTRACTOR CONSTRAINTS

The vendor shall be responsible for all licenses, fees and permits required for performance of the contract resulting from this Request for Proposal. All work to be performed under this contract shall be provided at times convenient to Anderson County. Maintenance may only be performed at times which do not interfere with the daily operations of Anderson County Schools. Should a bus fail to operate a route as scheduled, payment will be adjusted accordingly.

G. COMPLIANCE

Proposals must be in strict compliance with this Request for Proposal. Failure to comply with all provisions of the Request for Proposal will result in disqualification. Vendors may bid on individual routes or multiple routes as outlined on the routing bid sheet. However, no single vendor will be awarded more than 25% of the routes.

H. PROPOSAL SUBMISSION

Vendor must submit one (1) original hard copy, two (2) digital copies and four (4) exact hard copies of their proposal. Vendor must use the forms provided by the Anderson County Purchasing Department. Vendors not using forms provided in the Request for Proposal by the Purchasing Department will not be evaluated.

I. EVALUATION OF PROPOSALS

Anderson County Purchasing will examine proposals and eliminate those which are non-responsive to the stated requirements. Vendors should exercise particular care in reviewing the proposal format required by this Request for Proposal. The examination process may result in more than one finalist. Anderson County may request presentations by vendors and carry out contract negotiations for the purpose of obtaining best and final offers.

Anderson County reserves the right to withdraw this Request for Proposal at any time for any reason and to issue such clarifications, modifications and or amendments as it may deem appropriate.

Receipt of a proposal by Anderson County or a submission of a proposal to Anderson County bestows no rights upon the vendor nor obligates Anderson County in any manner.

Anderson County reserves the right to waive minor irregularities in proposals. Any such waiver shall neither modify the remaining Request for Proposal requirements nor excuse the vendor from full compliance with the Request for Proposal specifications and other contract requirements.

J. REJECTION OF PROPOSALS

Anderson County reserves the right to accept or reject in whole, or in part any or all proposals submitted. Anderson County shall reject the proposal of any vendor that is determined to be non-responsive. The unreasonable failure of a vendor to promptly supply information with respect to responsibility may be grounds for a determination of non-responsiveness.

K. ACCEPTANCE OF PROPOSALS

Anderson County shall accept proposals that are submitted properly. Anderson County reserves the right to request clarifications to proposals.

L. PROPOSAL EVALUATION SCORING

Proposals will be evaluated by a committee. Documents may also be examined by other agencies and consultants of Anderson County Government. All proposals will be evaluated and ranked from highest score to lowest score. The top ranked vendor will be eligible to enter into a contract with Anderson County to provide transportation services for Anderson County Schools. Please see scoring method below:

Quality of buses and maintenance facility	25 POINTS
Vendor Experience	20 POINTS
Communications Plan	5 POINTS
Cost	50 POINTS

M. PRICE SHEET

Bus Route #	Bus Capacity	Total Route Miles *	Cost Per Year	1st Run Schools	2nd Run Schools	Legend
1	36	37	\$	LCES, LCMS		ACHS Anderson County High School
2	36	40	\$	BES, LCES, LCMS		AES Andersonville Elementary School
3	66	32	\$	LCES, LCMS		BES Briceville Elementary School
4	66	33	\$	NWES, NWMS		CES Clinton Elementary School
5	66	52	\$	NWES, NWMS, GOES		CMS Clinton Middle School
7	78	67	\$	CES	CMS, CHS	CHS Clinton High School
8	66	81	\$	DVES	CMS, CHS	CRCS Clinch River Community School
9	72	63	\$	CES	CMS, CHS	DVES Dutch Valley Elementary School
10	78	48	\$	CES	CMS, CHS	FES Fairview Elementary School
14	78	50	\$	CES	CMS, CHS	GOES Grand Oaks Elementary School
20	84	53	\$	DVES	CMS, CHS	LCES Lake City Elementary School
21	78	29	\$		CMS, CHS	LCMS Lake City Middle School
23	78	48	\$	NEW, NWM, GOES	CMS, CHS	NES Norris Elementary School
24	72	42	\$	DVES	CMS, CHS	NMS Norris Middle School
25	66	53	\$	LCES, LCMS	ACHS	NWES Norwood Elementary School
26	78	60	\$	NES, NMS	ACHS	NWMS Norwood Middle School
27	66	18	\$		CMS, CHS	
28	78	75	\$	CES	CMS, CHS	
29	78	52	\$	AES, NMS	ACHS	
30	78	41	\$	NWES, NWMS		
34	78	66	\$	CES	CMS, CHS	
35	66	67	\$	LCES, BES	LCMS, ACHS	
37	66	56	\$	AES, NMS	ACHS	
40	78	84	\$	GOES	CMS, CHS	
42	66	55	\$	FES, NMS	ACHS	
43	66	47	\$	LCES, LCMS	ACHS	
44	66	61	\$	BES, LCES	LCMS, ACHS	
45	78	83	\$	AES, NMS	ACHS	
45E	66	48	\$	NES, NMS	ACHS	
46	78	78	\$	GOES	CMS, CHS	
48	66	93	\$	BES, LCES	LCMS, ACHS	
50	66	69	\$	BES, LCES	LCMS, ACHS	
51	78	64	\$	CES	CMS, CHS	

School Start times for the 2016 - 2017 School Year

School Name	Open Door Time	Start School Bell time	Regular End Bell Time	WEDNESDAY EARLY DISMISSAL BELL
Anderson Co. High	7:45am	8:35am	3:45pm	2:15pm
Andersonville Elementary	7:15am	7:50am	3:00pm	1:30pm
Briceville Elementary	7:30am	8:00am	3:10pm	1:35pm
Claxton Elementary	7:20am	7:50am	3:00pm	1:25pm
Clinton Middle School	7:45am	8:30am	3:40pm	2:10pm
Clinton High School	7:55am	8:45am	3:55pm	2:25pm
Dutch Valley Elementary	7:20am	8:00am	3:10pm	1:35pm
Fairview Elementary	7:20am	7:55am	3:05pm	1:25pm
Grand Oaks Elementary	7:30am	8:05am	3:15pm	1:45pm
Lake City Elementary	7:35am	8:00am	3:10pm	1:30pm
Lake City Middle School	7:20am	8:00am	3:15pm	1:40pm
Norris Elementary	7:15am	7:50am	3:00pm	1:30pm
Norris Middle School	7:25am	8:05am	3:15pm	1:45pm
Norwood Elementary	7:20am	7:55am	3:05pm	1:35pm
Norwood Middle	7:15am	8:00am	3:10pm	1:35pm
Clinch River Community School	7:55am	8:35am	3:45pm	2:00pm
ACCTC	7:55am	8:36am	3:45pm	2:15pm

N. SIGNATURE

It is Anderson County's intent to request a four (4) year contract with an option to renew for four (4) additional years, at one (1) year increments.

Company Name

Date

Bid Representative (Please Print)

Signature

Street Address

City, State Zip

() _____ () _____
Phone Number Fax Number

E-mail Address

RFP NUMBER: 4674

RFP TITLE: SCHOOL BUS CONTRACTOR ROUTES

RFP ENVELOPE SUBMISSION INSTRUCTIONS:

RFPS MUST be received in a sealed envelope/package with the RFP number, company name and opening date clearly marked. Failure to comply may result in rejection of the entire RFP. Anderson County will not be responsible for any lost or misdirected mail. Late bids, e-mailed RFP and faxed bids will not be considered nor returned. It is the sole responsibility of the proposer to ensure their RFP reach the Purchasing Department. If the RFP is not delivered to the correct location by the correct time it is not considered.

Please note that Anderson County Government does not receive a guaranteed delivery time for express mail and/or packages. PLEASE MAIL ACCORDINGLY.

**ANDERSON COUNTY PURCHASING DEPARTMENT
100 NORTH MAIN STREET, SUITE 214
CLINTON, TN 37716**

Email: purchasing@andersontn.org
Website: <http://andersontn.org/purchasing>

(865) 457-6218 Phone
(865) 457-6252 Fax

**Bid documents must be completed in ink or typed, signed in ink,
and free from alterations, erasures or mark-throughs.**

SECTION 1 - GENERAL TERMS AND CONDITIONS

1.1 ALTERATIONS OR AMENDMENTS: Alterations, amendments, changes, modifications or additions to this solicitation shall not be binding on Anderson County without prior written approval.

1.2 NO CONTACT POLICY: After vendor receives a copy of this bid, any contact initiated by any vendor with any Anderson County representative, other than the Purchasing Department, concerning this invitation for bid is prohibited and agreements made thereto will not be considered binding on Anderson County. Any such unauthorized contact may cause the disqualification of the bidder from this procurement transaction.

1.3 QUESTIONS: Pursuant to T.C.A. §12-4-113, questions regarding the specifications or bid procedures must be received by the Purchasing Agent and/or designer no less than ninety-six (96) hours before the bid opening date. No addenda within less than forty-eight (48) hours of the bid opening date shall be permitted. Any questions concerning the bid document must be submitted to purchasing@andersontn.org no less than ninety-six (96) hours before bid opening date.

1.4 BID CLOCK: The bid/time clock in the Anderson County Purchasing office will be the time of record.

1.5 TAXES: Anderson County is not liable for Federal excise or State sales tax. Tax exemption certificates will be provided upon request.

1.6 CONFLICT OF INTEREST: If requested by the Purchasing Agent, vendors must complete and submit a "Conflict of Interest Affidavit Statement" prior to contract award, see T.C.A. § 5-14-114 and T. C. A. § 12-4-101.

1.7 NON-COLLUSION: Vendors, by submitting a signed bid, certify that the accompanying bid is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Tennessee or United States law.

1.8 NON-DISCRIMINATION: Vendors, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or disability except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

1.9 SAME AS OR EQUIVALENT TO: Vendors are to bid as specified herein or propose an approved equal. Determination of equality is solely Anderson County's responsibility. The designated brands are for reference purpose only, not a statement of preference. When an alternate manufacturer, brand, model or make is bid, Anderson County will determine if the item bid does meet or exceed the items as specified. If the bidder does not indicate that an alternate manufacturer, brand, model or make is being bid, it is understood that the item(s) bid are the same manufacturer, brand, model or make as was requested in the Invitation to Bid. Comparable products of other manufacturers will be considered if proof of comparability is contained in the bid. It shall be the responsibility of the vendors, including vendors whose product is referenced to furnish upon request catalog pages, brochures or other data as will provide an adequate basis for determining the quality and functional capabilities of the product offered. Failure to provide this data may be considered valid justification for rejection of bid.

1.10 MULTIPLE BIDS/AWARDS: Anderson County will consider multiple bids that meet specifications. Bid awards may include multiple approved vendors and the list of approved vendors may be added to or deleted from at any time.

1.11 STATE OF TENNESSEE CONTRACTORS' LICENSE LAW (T.C.A. § 62-6-119) b): Bids for which the total cost of the project is twenty-five thousand dollars (\$25,000) or more, the outside of the sealed bid envelope/package containing the bid provides the following information: the Company Name, the Contractor's license number, license classification, the date of the license expiration and that part of each license classification applying to the bid. In addition, each heating ventilation or air conditioning, plumbing and electrical subcontractor's license number, date of the license expiration and that part of each classification applying to the bid if the value of the work is \$25,000 or greater, must be notated. If the value of either the contractor or the subcontractor's work is less than \$25,000, the bid envelope/package containing the bid is to be notated with the phrase "Contractor or Subcontractor's Bid is Less than \$25,000" after each appropriate heading. In the case of joint ventures, each party submitting the bid must provide this information. If no subcontractors are being used, the outside of the envelope/package containing the bid must state, "No Subcontractors are being used on this project."

1.12 ACCEPTANCE: Vendors shall hold their price firm and subject to acceptance by Anderson County for a minimum period of sixty (60) working days from the date of the bid opening, unless otherwise indicated in their bid. Any or all bids may be rejected for good cause.

1.13 BID AWARDS: Bids will be awarded to the lowest and best bidder, taking into consideration the qualities of the articles to be supplied, their conformity with specifications and their suitability to the requirements of Anderson County and the delivery terms. Anderson County also reserves the right to not award this bid.

1.14 PROTEST: Any vendor wishing to protest the bid award shall notify in writing the Anderson County Purchasing Agent and the County Law Director, 101 S. Main Street, Suite 310, Clinton, TN 37716. No protest will be accepted, except those protests made in writing and received within (10) ten calendar days of the bid award. Protests must be in writing and envelopes/package containing protest must be clearly marked with bid number and words "BID PROTEST". The Purchasing Agent, in conjunction with the Purchasing Commission, and with the advice and counsel of the County Law Director, shall review and make a final decision as to any bid protest. Appeals shall be filed in the Circuit or Chancery Courts of Anderson County within sixty (60) days of the final decision.

VENDORS PLEASE NOTE: ANDERSON COUNTY WILL NOT STOP THE PURCHASE PROCESS. THE PURCHASE MAY BE COMPLETED OR THE PROJECT MAY BE RE-BID WHILE THE PROTEST PROCEDURE IS STILL IN OPERATION. IF A RE-BID IS MADE, THE PROTESTING VENDOR SHOULD SUBMIT A NEW BID. OTHERWISE, THEY WILL BE WITHOUT A BID ON THE RE-BID. FURTHER, THE RE-BIDDING WILL NOT END THE APPEALS PROCESS. IT WILL CONTINUE UNTIL A FINAL DECISION IS REACHED OR THE COMPLAINANT WITHDRAWS THE APPEAL.

1.15 DELIVERY: Bid pricing is to include complete supply and delivery to Anderson County, Tennessee. Vendors are to state the delivery time in the bid. Anderson County requires that vendors deliver all products "free on board" to final destination unless indicated otherwise in their bid, reference Terms & Conditions section 2.4.

1.16 PROOF OF FINANCIAL AND BUSINESS CAPABILITY: Bidders must, upon the request of Anderson County, provide satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. Anderson County will make the final determination as to the bidder's ability.

1.17 VENDOR'S DEFAULT: Anderson County reserves the right, in case of vendor default, to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess costs occasioned thereby.

1.18 DUPLICATE COPIES: Anderson County requires that all vendors submit one (1) original hard copy, two (2) digital copies and four (4) exact hard copies of their bids, including brochures; unless additional copies are requested in bid specifications.

1.19 DRUG-FREE WORKPLACE: Under the provisions of T.C.A. §50-9-113 enacted by the General Assembly effective 2001, all employers with five (5) or more employees who contract with either the state or a local government to provide construction services are required to submit an affidavit stating that they have a drug free workplace program that complies with Title 50, Chapter 9, in effect at the time of submission of a bid at least to the extent required of governmental entities. The statute imposes other requirements on the contractor and contractors should consult private legal counsel if legal questions arise under this section or any other provision of this document. All contractors shall provide a written affidavit signed by the principal officer of a covered employer acknowledging that the contracting entity is in compliance with the Drug Free Workplace laws of State of Tennessee.

1.20 RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS: It is the responsibility of the bidder to review the entire Invitation to Bid document and to notify the Purchasing Department if the Invitation to Bid is formulated in a manner that would unnecessarily restrict competition or if it is ambiguous in what is being requested. The Purchasing Agent must receive questions regarding the specifications or bid procedures not less than seventy-two (72) hours prior to the time set for the bid opening.

1.21 SCHOOL CAFETERIA BIDS: If this bid is for Anderson County School's Cafeteria Food Service Department, bidders must be in compliance with Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 which requires school and institutions participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to "Buy American" to the maximum extent practicable.

1.22 TERMINATION: Anderson County reserves the right to terminate this contract in whole or in part with thirty (30) days written notification to the contractor. In the event of termination, the County shall not be liable for any costs other than the cost of services performed and materials delivered and accepted prior to termination date.

1.23 OSHA SAFETY: The Contractor is responsible for training their employees in Safety and Health Regulations for the job, assuring compliance with Tennessee Occupational Safety and Health regulations and any other Regulatory Agency.

1.24 PERFORMANCE BOND: A standard surety or performance bond or an irrevocable letter of credit in favor of Anderson County Government at a federally insured financial institution will be required to be submitted with bid, if indicated in section four, item six insurance requirement checklist.

1.25 BACKGROUND CHECKS: Contractors shall comply with Public Chapter 587 of 2007, as codified in Tennessee Code Annotated Section 49-5-413, which requires all contractors to facilitate a criminal history records check conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation for each employee prior to permitting the employee to have contact with students or enter school grounds when students are present.

1.26 AWARD RESULTS: As soon as practicable after proposal or bid evaluations, Anderson County shall post the award decision to Vendor Registry at www.vendorregistry.com. Individual notices are normally not mailed or e-mailed except to the successful vendor.

1.27 PRICE INCREASE/DELIVERY CHARGES: Request for price or delivery charge increases must be received in writing 30-days prior to implementation. The Anderson County Purchasing Agent will review requests and make a determination to continue or cancel services.

1.28 INDEMNIFICATION/HOLD HARMLESS: Contractor shall indemnify, defend, save and hold harmless Anderson County and, its officers, agents and employees from all suits, claims, actions or damages of any nature brought because of, arising out of, or due to breach of the agreement by Contractor, its subcontractors, suppliers, agents, or employees or due to any negligent act or occurrence or any omission or commission of Contractor, its subcontractors, suppliers, agents or employees.

1.29 DECLARATIVE STATEMENT: Any statement or words (i.e.: must, shall, will, etc.) are declarative statements and the proposer must comply with the condition. Failure to comply with any such condition may result in their bid being non-responsive and disqualified.

1.30 WAIVING OF INFORMALITIES: Anderson County reserves the right to waive minor informalities or technicalities when it is in the best interest of Anderson County.

1.31 APPROPRIATION: In the event no funds are appropriated by Anderson County for the goods or services in any fiscal year or insufficient funds exist to purchase the goods or services, then the Contract shall expire upon the expenditure of previously appropriated funds or the end of the current fiscal year, whichever occurs first, with no further obligations owed to or by either party.

1.32 ASSIGNMENT: Contractor shall not assign or sub-contract this agreement, its obligations or rights hereunder to any party, company, partnership, incorporation or person without the prior written specific consent of Anderson County.

1.33 QUANTITIES: Anderson County does not guarantee quantities to be purchased off this bid.

1.34 UNIT PRICE: Unit price for each unit bid shall be shown and such price shall include packing unless otherwise specified. A total shall be entered in the amount column of the pricing page for each item bid. In case of discrepancy between any unit price and an extended price, the unit price will be presumed to be correct, subject, however, to correction to the same extent and in the same manner as any other mistake.

1.35 MODIFICATION OR WITHDRAWAL OF BIDS: When it is certain that a mistake has been made in the preparation of the bid, a request will be made to the bidder to confirm the bid. Provisions must be made so that mistakes can be taken care of and the ambiguity resolved satisfactorily. Bids may be modified or withdrawn by written notice received in the Purchasing Department prior to the time and date set for the bid opening. The changes or withdrawal of the bids should be in writing and signed by an official of the company. The envelope containing the modification should clearly state "modification to bid." Either the entire bid or a particular item may be withdrawn or modified in this manner.

1.36 PRE-BID CONFERENCES: Attendance at Pre-bid Conference is strongly encouraged. When deemed necessary a Mandatory Pre-bid Conference will be held. A company representative MUST be in attendance and sign the Pre-bid sign-in sheet in order to be awarded the bid.

1.37 ADDENDUM: T.C.A. §12-4-113 Anderson County Government reserves the right to amend this solicitation by addendum. Addendum will be posted to the website www.andersontn.org/purchasing up to 48 hours in advance of the bid/proposals due date and time. It is the bidder's responsibility to check the website for addendum. If in the County's opinion revisions are of such a magnitude, the deadline for this solicitation may be extended in an addendum. In addition, addendum can change specifications, reply sheets, and times and dates for pre-bid meetings as well as due dates/deadlines for questions and bids/proposals.

1.38 PROPOSALS: All proposals, once received, become property of Anderson County Government and will not be returned.

1.39 WEATHER AND COURTHOUSE CLOSINGS: In the event of a situation severe enough to necessitate the closing of Anderson County Government offices, bidders/proposers will receive notification of the new date and time upon re-opening of county government offices. No bids will be opened until the rescheduled date for bid opening and all bidders/proposers whose submissions meet the extended deadline will be given equal consideration at that time. Anderson County shall not be liable for any commercial carrier's decision regarding deliveries during inclement weather.

BACKGROUND CHECK COMPLIANCE FORM

ANDERSON COUNTY GOVERNMENT

PURCHASING DEPARTMENT
100 N. MAIN STREET, SUITE 214
CLINTON, TN 37716
(865) 457-6251
(865) 457-6252 (Fax)

RFP NUMBER 4674

CONTRACT NUMBER

BACKGROUND CHECKS: Contractors shall comply with Public Chapter 587 of 2007, as codified in Tennessee Code Annotated Section 49-5-413, which requires all contractors to facilitate a criminal history records check conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation for each employee prior to permitting the employee to have contact with students or enter school grounds when students are present.

Any person, corporation or other entity who enters or any employee of any person, corporation or entity who enters into or renews a contract with a local board of education or child care program on or after September 1, 2007, must:

- (1) Provide a fingerprint sample
- (2) Submit to a criminal history records check to be conducted by the Tennessee Bureau of Investigations and the Federal Bureau of Investigations.

Contact the Anderson County School's Human Resources Department at (865) 463-2800 ext. 2811 for fingerprint instructions.

Company or Individuals (Name)

Address

City, State Zip Code

Telephone Number

()

Contractor License Number (If Applicable)

I agree to abide by Public Chapter 587 of 2007, as codified in Tennessee Code Annotated Section 49-5-413, and certify that I am authorized to sign. The undersigned further agrees if this bid or contract is accepted, to furnish any and all of the Background Check Information on himself and all of his employees as required by law, at the request of Anderson County Government. I hereby agree to release all criminal history and other required information to Anderson County Government, the Tennessee Bureau of Investigation and the Federal Bureau of Investigation in accordance with Tennessee law and I further certify that all information supplied by me regarding this inquiry is true and accurate. I agree to release and hold harmless the above-mentioned governmental entities for the use of this information related to the purposes mandated under Tennessee law. I further certify that I have obtained acceptable criminal history information on all current employees and will obtain said information on future employees associated with the performance of the work defined in this bid or contract, pursuant to Tennessee Code Annotated 49-5-413 and that neither I nor any employee of mine is prohibited from direct contact with school children for the reasons enumerated in Tennessee Code annotated Section §§ 49-5-401 et seq.

Signature: _____ Title: _____

Printed Name: _____ Date: _____
(Please Print Clearly) (Month, Day, Year)

INTERNAL OFFICE USE ONLY

Notes: _____

RFP NUMBER: 4674

RFP TITLE: School Bus Contractor Routes

SECTIONS: 2, 3, AND 4 OF THIS FORM ARE TO BE SUBMITTED/RETURNED WITH YOUR BID AS PART OF THE CONTRACT BID DOCUMENTATION.

SECTION 2 - RFP INFORMATION

- 2.1 I acknowledge the receipt of:
(Please write "Yes" if you received)
- Addenda 1 _____ Addenda 2 _____
Addenda 3 _____ Addenda 4 _____
- 2.2 Please list and include in your bid packet all warranty information concerning length and coverage below ("Standard Mfg. Warranty" is unacceptable):
- 2.3 _____
Guaranteed days until delivery after receipt of purchase order:
- 2.4 _____
Additional Shipping, Freight or Handling Fees \$ _____ Total. **(To be added to bid.)**
- 2.5 If bid varies from the specifications, make full explanation.
- 2.6 Payment terms shall be _____% _____ days. Offers of less than 20 days will not be considered in bid evaluation. Anderson County's normal payment terms of Net 30 will be adopted if no other terms are quoted and accepted.
- 2.7 Bid Pricing will remain stable _____ days from bid opening.
- 2.8 Bidding on "all or none" basis _____.
Bidding on "low item" basis _____.
(Please check one)
- 2.9 Will you honor additional purchases at this same price? _____ Yes _____ No
- 2.10 Cooperative Purchasing Agreement: Vendors are to indicate if it is permissible for other governmental agencies in the State of Tennessee to purchase these items or services at the same price. Freight charges may be adjusted to reflect differences in delivery costs to other locations.

Please indicate vendor's approval of the Cooperative Purchasing Agreement. _____ Yes _____ No

State of Tennessee Business License Number:
License # _____

State of Tennessee Contractors' License Number: (See item 1.11)
License # _____

SECTION 3 - VENDOR INFORMATION

Vendor Name _____

Vendor Address _____

City _____

State _____ Zip _____

Telephone Number _____

Fax Number _____

Contact Person (Please Print) _____

E-Mail Address _____

Taxpayer Identification Number, Social Security or Employer Identification Number: _____

What is the major service or product your company provides?
(Explain/Describe) _____

The undersigned agrees if bid is accepted, to furnish all license information.

Authorizing Signature:

(Please sign original in blue ink)

I agree to abide by all Terms and Conditions of this Invitation to Bid and certify that I am authorized to sign this bid for the vendor. Failure to include any information mentioned in the bid or to comply with these bid instructions may result in rejection of your entire bid. Signing the Bid Form affirms that the original Invitation for Bid document has not been altered in any way.

RFP NUMBER: 4674

RFP TITLE: School Bus Contractor Routes

SECTION 4 - INSURANCE REQUIREMENT CHECKLIST

The bidder awarded this bid or contract will maintain, at their expense adequate insurance coverage to protect them from claims arising under the Worker's Compensation Act, any and all claims for bodily injury and property damage to the Bidder and to Anderson County Government while delivery and service are being done. A certificate of insurance must be on file in the Purchasing Department before work may begin and must be maintained until work is completed.

Only the items marked with an "X" are applicable to this bid and or contract.

1. [X] Workers Compensation Statutory limits
Employers Liability 100,000/100,000/500,000

2. [X] Commercial General Liability \$1,000,000 per occurrence
\$2,000,000 aggregate

- [X] Occurrence Form Only
[X] Include Premises Liability
[X] Include Contractual
[X] Include XCU
[X] Include Products and Completed Operations
[X] Include Personal Injury
[X] Include Independent Contractors
[] Include Vendors Liability
[] Include Professional or E&O Liability

3. [X] Business Auto \$1,000,000
Include Garage Liability \$1,000,000

- [] Include Garage Keepers Liability
[X] Copy of Valid Driver's License
[X] Copy of Current Motor Vehicle Record
[X] Copy of Current Auto Liability Declarations Page

4. [] Crime Coverages
[] Employee Dishonesty
[] Employee Dishonesty Bond

5. [] Property Coverages
[] Builders Risk
[] Inland Marine
[] Transportation

6. [] Performance Bond Required - A One Hundred Percent (100%) performance or an irrevocable letter of credit in favor of Anderson County Government at a federally insured financial institution. This MUST be submitted before purchase order issued.

Certificate Holder Shall Be: Anderson County Government, Clinton, Tennessee, and shall show the bid number and title. Anderson County Government shall be named as an additional insured on all policies except worker's compensation and auto. Insurance carrier ratings shall have a Best's rating of A-VII or better, or its equivalent. Cancellation clause on certificate should strike out "endeavor to" and include a 30-day notice of cancellation where applicable. Any deviations from the above requirements must be disclosed to the Anderson County Purchasing Agent. Any liability deductibles or exclusions must also be disclosed. Exceptions can be granted if applicable.

Bidders Statement and Certification

I understand the insurance requirements of these specifications and will comply in full within 21 (twenty-one) calendar days if awarded this bid and or contract. I agree to furnish the county with proof of insurance for the entire term of the bid and or contract.

Vendor Name
Bid Representative Name (Please Print)

Authorized Signature
Date

SCHOOL BUS CONTRACT

REGULAR TRANSPORTATION PROGRAM

Contractor:

Phone No.:

Route No.:

Contract Period:

Minimum Capacity:

Amount:

THIS AGREEMENT made and entered into on this ___ day of _____, 20__ by and between the Board of Education of Anderson County, Tennessee (hereinafter referred to as "the Board,") and _____, (hereinafter referred to as "the Contractor").

For and in consideration of the matters set forth hereinafter, the sufficiency of which is hereby acknowledged by both parties, the Board and the Contractor hereby recite and agree to the following:

1. The School Board is charged with the responsibility of providing education for the children of Anderson County, Tennessee and for providing for student transportation to and from Anderson County Schools in accordance with provisions of the Tennessee Code Annotated, and pursuant to those obligations the Board desires to make arrangements for the transportation of students to and from school each school day.
2. The Contractor is desirous of entering into an agreement with the Board whereby the Contractor, for an agreed amount, will provide such transportation for the Board and carry out the responsibility of transporting such school students to and from school each day as the Board through its authorized agents may designate in accordance with the terms and conditions of this agreement, utilizing personnel and equipment to be provided by the Contractor.
3. Both parties to this agreement are aware that various state laws, rules, regulations, and School Board policies control and govern the operation of school buses within this County, and that it is necessary at all times for both the Board and Contractor to be in compliance with any such laws, rules, regulations and School Board policies which apply to the services to be provided under this contract.
4. Both parties to this agreement are aware that state laws, rules, regulations and School Board policies may be changed, amended, deleted or created during the term of this agreement.

WITNESSETH

In view of the foregoing, and in consideration of the mutual promises and conditions contained herein, the Board and the Contractor have agreed, and by the execution of this written agreement do intend to set their agreement down in writing, as hereinafter set out and agreed to by the parties in this contract.

1. The Contractor agrees to operate a school bus for the purpose of transporting school students to and from school, at the time and along a specified bus route or routes, which is, or are described in paragraph 34 hereof. All buses used shall be provided by the Contractor and it shall be the Contractor's responsibility to maintain such buses in good, safe, working order, and in compliance with all laws and regulations applicable thereto. All bus drivers must be appropriately licensed, competent, responsible individuals and shall be employees of the Contractor and must not be considered for any purpose as employees of the Board. The board assumes no liability for the actions of school bus drivers, trainees, or other employees of the contractor.
2. The base contract amount to be paid to the Contractor by the Board for these services shall be calculated on the basis of his/her bid price for the attached route. The base contract mileage shall be the mileage from the place where the first child is picked up in route to the school, or other location to where the last child is delivered. Mileage between runs is not to be included in determining mileage. In the event of a change in the base contract mileage, payment to the Contractor shall be calculated according to the following formula:

$$\frac{40\% \times \text{Bid Price} / \text{Specified Contract Miles per Day}}{176 \times \text{Number of Miles Increased (or Decreased) for the year or the amount of days remaining on the contract}}$$
3. For the purpose of calculating mileage under this agreement, the miles identified in the attached route description shall be controlling unless mileage is increased or decreased by Board action subsequent to the execution of contracts. In the event of such increase or decrease, a written amendment to this contract shall be entered into by the parties, and the mileage shown in said amendment shall be controlling.
4. For the purpose of determining the daily rate described in Paragraph 2 and 3, it shall be assumed that the school year lasts for a period of no less than 180 days, but should the school year be less than 180 days, then the contractor shall still receive guaranteed payment for 176 days. The pay for the 176 guaranteed days shall be calculated at the daily rate set forth in paragraph 2, above. There will be ten (10) equal payments of the contract

price to be paid on or before the 25th of each month beginning in August and ending in May.

5. The base contract amount (excluding fuel) shall be adjusted annually as of the commencement of each school year. The Board shall calculate the adjustment for each school year based upon the "Revised Consumer Price Index" set forth by the United State Department of Labor. The base index shall be January of the previous school year, and the corresponding index for the successive January shall be the current index. The percentage of increase as bid in the base contract shall be the adjustment required over the base contract price. At no time shall a decrease in the CPI operate to decrease the original contract as bid.
6. Bids should be based on current area diesel cost. Fuel adjustments will be based on current Atlanta Region CPI cost of diesel. Fuel payments within the contract may be renegotiated in March of each year if diesel prices increase.
7. All replacement buses must be Type I, and all replacements must be no older than five (5) years, unless such requirements are waived by the Board, for good cause shown. Said bus chassis and body must conform to the rules and regulations of the State Board of Education and comply with all laws and regulations of the State of Tennessee.
8. All buses used to transport Anderson County School students will be equipped with a minimum of 1 (one) video/audio surveillance camera located at the front of the bus. The camera will cover both the driver and students on the bus. Said video will be available upon request by school administrators but will never be shown by the contractor or his/her agent outside school controls. (Including to parents)
9. Liability insurance coverage on each bus shall be no less than the minimum required by State law, and shall be provided by and at the expense of the contractor. Contractors transporting students across state lines must carry the minimum insurance for that process. Failure to carry appropriate insurance as contained herein shall be cause for immediate termination of this contract. The Board shall be named as an additional insured party on all such policies, and shall be provide with copies on such policies and certificate of insurance indicating that such insurance is in full force and effect at all times material hereto. The insurer shall be required to give sixty (60) days written notice to the Board prior to cancellation of the contract of liability insurance required herein. Said mandatory notice of cancellation obligation of insurer **shall** be evidenced by written instrument amendment or other provision in insurance contract.

10. It is understood and agreed by the Contractor that officials of the State of Tennessee shall conduct one or more bus inspections each year, buses shall meet all state guidelines and that no bus shall ever be used by a Contractor which fails the State Bus Inspection. The inspection clause is meant to include both used and new buses. All buses must display a current state inspection sticker before transporting students. Age of bus shall be governed by the body build date not put into service date.
11. All drivers used by Contractor in carrying out this contract shall be required to take a driver training program under the supervision of the State Department of Safety, or an equivalent course of training as may from time to time be prescribed by the State Department of Education. All drivers shall have a current school bus endorsed CDL. Driver information packets will be required each year to include front and back photo of CDL, driver information sheet, copy of TN Official Driving Record report, current medical clearance, and background check to be filed in HR. If at any time the Director of Transportation determines a driver to be disqualified, he/she will not transport Anderson County students.
12. Contractor shall bear the cost of all maintenance, repair or replacement of any equipment or any school buses used by the Contractor in the carrying out of a contract, and it shall be the responsibility of the Contractor to provide a location for the maintenance, off season storage and after hours parking of school buses. (If a bus or buses are allowed to be parked on a school campus by the principal the contractor will assume all liability for their property.)
13. Contractors will provide parking and maintenance facilities within Anderson County and will continue to hold such site throughout the extent of the contract. All buses, parking, and maintenance facilities will be available for inspection by the Director of Transportation 30 days prior to the first day of school.
14. It is specifically understood and agreed that the Board and the Contractor must and shall abide by any and all federal, state, or local laws, rules and regulations, including such policies as may be enacted from time to time by the Anderson County Board of Education. Such statutes, rules and regulations of the federal government, the State of Tennessee, and the Board are incorporated herein by reference as if the same is set out verbatim, and if the statutes, rules and regulations should conflict with these terms, then it is understood that this contract shall be deemed modified to conform to such statutes, rules and regulations. Additionally, it is understood that strict adherence is required to the provisions of any and all contracts the Board may award for a bus route, including, but not limited to, starting points, destinations and times of departure and arrival,

as necessary to adequately fulfill this agreement. For violations of or failure to adequately fulfill a contract, the Board may, within its sole discretion, terminate said contract. Failure to terminate shall not constitute a waiver of the Board's right to terminate for subsequent violations of or failure to adequately fulfill the contract.

15. Contracts shall be effective as of the date established by the Board and shall remain in effect for one (1) year from said date. Contracts may be extended by one (1) year for four (4) additional years. Upon completion of the 4th extension all contracts will be rebid. It is also expressly understood by the parties that the Contractor shall have the ability to assign; sell; sublet; or otherwise transfer any rights and obligations that he/she may have under this agreement, to a third party; and the third party would be looked upon as taking over the rights and obligations that the Contractor has in the agreement. All of the above-referenced assignments, and/or sales require approval by the Board subject to section 32. Any Contractor that notifies the Board by March 31st may be relieved of the contract at the end of the school year.
16. This agreement constitutes the entire agreement of the parties. This agreement shall be binding upon the contractors, sub-contractors, employees and their respective heirs, executor's, administrators and assigns.
17. Disciplinary actions or measures involving contractors or bus drivers shall involve any of the following: written reprimand, written suspension, written discharge or temporary oral suspension on grounds set forth hereinafter. The Anderson County Board of Education shall not suspend or discharge any contract without good cause. Whenever a suspension or discharge is issued, the Contractor may contest the suspension or discharge by use of the grievance procedure hereinafter provided. The Anderson County Board of Education, acting through Director of Transportation, may orally suspend a Contractor temporarily for a period of twenty-four (24) hours pending formal notification through written process of the basis for complaint. Cell phone usage during the operation of a school bus, unless deemed an emergency, is a class C misdemeanor and will result in immediate dismissal. (T.C.A. 55-8-192)
18. In any case where the grounds for the grievance arise from a written suspension or discharge of a Contractor, said Contractor shall have the right to appear before the Anderson County Board of Education at its next regularly scheduled meeting to discuss or refute the charges. In all cases of discharge or suspension, written details of the charges will be furnished to the Contractor within fifteen (15) days prior to the hearing. Should the

charges against the Contractor be dismissed after due process the contracted funds will be paid as agreed upon.

19. It is understood and expressly agreed by the parties to this contract that the Contractor shall be an independent Contractor for all purposes, and the contractor assumes all liability related to the operation of school buses, transportation of students and performance under this contract. In no event shall the Contractor or the Contractor's employees be deemed an agent, servant, or employee of the School Board.
20. If during the term of this contract, as a result of inclement weather or for any other reason, the Director of Schools should cancel school for a particular day or a particular period of time, every effort will be made to notify the Contractor as soon as possible.
21. Only students currently enrolled in Anderson County Schools, school system employees or contractor staff will be transported while bus is under system contract unless otherwise agreed upon by the Board.
22. **Release:** Contractor hereby agrees to indemnify, release and hold Anderson County and the Board of Education harmless from and against any and all claims, lawsuits, or the like associated with Board's performance of this agreement, or as it relates to the past, present, or future financial condition of the County or the performance of Contractor's services under this Agreement.
23. **Default:** In the event of default by the Contractor hereto, the County or Board may bring suit against the Contractor to enforce the terms of this Agreement. In such event, the prevailing party shall be entitled to recover any remedies available at law and/or equity including reasonable attorney's fees and costs associated with the default.
24. **No Oral Modification:** No modifications, amendment, supplement to or waiver of this Agreement or any of its provisions shall be binding upon the parties hereto unless made in writing and duly signed by all the parties.
25. **Waiver:** A failure of any party to exercise any right provided for herein, shall not be deemed to be a waiver of any right hereunder.
26. **Severability:** In the event any one or more of the provisions of this Agreement is invalid or otherwise unenforceable, the enforceability of the remaining provisions shall be unimpaired.
27. **Cancellation:** In the event any party materially breaches, defaults or fails to perform hereunder, this Agreement may be cancelled by the other party

with cause on thirty (30) days written notice to the other, if the event constituting the breach, default, or failure is not cured during that time.

28. **Exhibits:** Any Exhibits attached hereto or incorporated herein are made a part of this Agreement for all purposes. The expression "this Agreement" means the body of this Agreement and the Exhibits.
29. **Multiple Counterparts: Effectiveness:** This Agreement may be executed in multiple counterparts, each of which shall be deemed an original for all purposes and all of which shall be deemed, collectively, one Agreement. This Agreement shall become effective when executed and delivered by all the parties.
30. **Jurisdiction:** Each party hereby irrevocably consents to the jurisdiction of all state courts sitting in Anderson County, Tennessee or all federal courts sitting in Knoxville, Tennessee and agrees that venue for any legal action brought in connection with this Agreement shall lie exclusively in such courts.
31. **Binding Effect:** This Agreement shall be binding upon and inure to the benefit of the parties and upon their respective successors, heirs, or assigns.
32. **Choice of Law:** This Agreement shall be governed and construed in accordance with the laws of the State of Tennessee.
33. **Notice:** Any notice required or provided pursuant to this Agreement shall be in writing and sent or delivered to the parties.
34. **Titles and Subtitles:** Titles of paragraphs and subparagraphs are for convenient reference only and shall not have the effect of modifying, amending, or changing the express terms of this Agreement.
35. **Assignment:** This Agreement shall be assignable only upon the written consent of the non-assigning party. Consent to an assignment shall not be unreasonably withheld. In the event of assignment or succession, the terms and conditions of this Agreement shall be binding upon the parties and their successors, assigns, heirs, executors, and/or administrators.
36. **Further Documentation:** The parties agree for themselves and their successors and assign to execute any and all instruments in writing which are or may become necessary or proper to carry out the purpose and intent of this Agreement.

IN WITNESS WHEREOF THE PARTIES DO HEREUNTO SET THEIR HANDS
on this the _____ day of _____, 20__.

CONTRACTOR:

Signature Date

Printed Name

Title

Name of Company

Address

City, State, Zip

**ANDERSON COUNTY BOARD
OF EDUCATION:**

Director of Schools

Board of Education Chairman

**ANDERSON COUNTY
GOVERNMENT:**

County Mayor

Purchasing Director

Approved as to Legal Form

N. Jay Yeager
Anderson County Law Director