



INVITATION TO BID

STUDENT TRANSPORTATION HOME - TO - SCHOOL
AUGMENTED SERVICES (AS - NEEDED)
BID 24- 0844

Robert Aldama, Manger II
Purchasing Services
Sacramento City Unified School District
5735 47th Avenue
Sacramento, California 95824

Email: Robert - Aldama@scusd.edu
Phone: 916 -643 -9460

INSTRUCTIONS TO BIDDERS

Sacramento City Unified School District ("District") is seeking bids for student transportation home -to -school augmented services (as- needed).

Scope of Services

Contractor shall provide student transportation services, as required for students and other persons designated by the District for special education on an as -needed basis including, without limitation, transportation to and from home and schools for all bell schedules, including for ambulatory and non -ambulatory students with physical, mental, or emotional disabilities, and other destinations as required, including within the District and County of Sacramento, as designated by the District ("Services").

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Transportation shall be provided to (a) 6 (b) 6 (c) 6 (d) 6 (e) 6 (f) 6 (g) 6 (h) 6 (i) 6 (j) 6 (k) 6 (l) 6 (m) 6 (n) 6 (o) 6 (p) 6 (q) 6 (r) 6 (s) 6 (t) 6 (u) 6 (v) 6 (w) 6 (x) 6 (y) 6 (z) 6 (aa) 6 (ab) 6 (ac) 6 (ad) 6 (ae) 6 (af) 6 (ag) 6 (ah) 6 (ai) 6 (aj) 6 (ak) 6 (al) 6 (am) 6 (an) 6 (ao) 6 (ap) 6 (aq) 6 (ar) 6 (as) 6 (at) 6 (au) 6 (av) 6 (aw) 6 (ax) 6 (ay) 6 (az) 6 (ba) 6 (bb) 6 (bc) 6 (bd) 6 (be) 6 (bf) 6 (bg) 6 (bh) 6 (bi) 6 (bj) 6 (bk) 6 (bl) 6 (bm) 6 (bn) 6 (bo) 6 (bp) 6 (bq) 6 (br) 6 (bs) 6 (bt) 6 (bu) 6 (bv) 6 (bw) 6 (bx) 6 (by) 6 (bz) 6 (ca) 6 (cb) 6 (cc) 6 (cd) 6 (ce) 6 (cf) 6 (cg) 6 (ch) 6 (ci) 6 (cj) 6 (ck) 6 (cl) 6 (cm) 6 (cn) 6 (co) 6 (cp) 6 (cq) 6 (cr) 6 (cs) 6 (ct) 6 (cu) 6 (cv) 6 (cw) 6 (cx) 6 (cy) 6 (cz) 6 (da) 6 (db) 6 (dc) 6 (dd) 6 (de) 6 (df) 6 (dg) 6 (dh) 6 (di) 6 (dj) 6 (dk) 6 (dl) 6 (dm) 6 (dn) 6 (do) 6 (dp) 6 (dq) 6 (dr) 6 (ds) 6 (dt) 6 (du) 6 (dv) 6 (dw) 6 (dx) 6 (dy) 6 (dz) 6 (ea) 6 (eb) 6 (ec) 6 (ed) 6 (ee) 6 (ef) 6 (eg) 6 (eh) 6 (ei) 6 (ej) 6 (ek) 6 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11. Addenda may also be issued to modify other parts of the Contract Documents as deemed advisable by the District. Any Addenda will be posted on the District's website at www.scusd.edu.
12. Each Bidder must acknowledge each Addendum in its Bid Form and Proposal by number or its Bid shall be considered non-responsive. Each Addendum shall be part of the Bid Documents. A complete listing of Addenda may be secured from the District.
13. Bidders shall submit the Non-Collusion Declaration with their bids. Bids submitted without the Non-Collusion Declaration shall be deemed nonresponsive and will not be considered.
14. All bids must be sealed and marked with name and address of the Bidder, the Bid number and time of bid opening. Bids will be received as indicated in the Notice to Bidders.
 - a. Mark envelopes with the name of the Contract: "Student Transportation Home-To-School Augmented Services (As-Needed), Bid No. 24-0844"
 - b. Bids must be submitted to Sacramento City Unified School District, District Administrative Office, ATTN: Purchasing Services, 5735 47th Avenue, Sacramento, California 95824 by date and time shown in the Notice to Bidders.
 - c. Bids must contain all documents as required herein.
15. Bids will be opened at or after the time indicated for receipt of bids.
16. Pursuant to Education Code section 39802, the District seeks to procure the service at the lowest possible figure consistent with proper and satisfactory service. The District may award the Contract or Contracts to other than the lowest bidder. The District also reserves the right, at its sole discretion, to award multiple Contracts for services on an as-needed basis to multiple, different bidders.
17. The Bidder to whom a Contract is awarded shall execute and submit the following

18.

BID FORM AND PROPOSAL

To: Governing Board of Sacramento City Unified School District (“ District ”)

From: _____

B. CURRENT ORGANIZATION AND STRUCTURE OF THE BUSINESS

1. For Firms that Are Corporations:

- a. Date incorporated: _____
- b. Under the laws of what state: _____
- c. Provide all the following information for each person who is either (a) an officer of the corporation (president, vice president, secretary, treasurer), or (b) the owner of at least 10% of the corporation's stock.

| Name | Position | Years with Co. | % Ownership |
|------|----------|----------------|-------------|
| | | | |
| | | | |

2. For Firms that Are Partnerships:

- a. Date of formation: _____
- b. Under the laws of what state: _____
- c. Provide all the following information for each partner who owns ten percent (10%) or more of the firm.

| Name | Position | Years with Co. | % Ownership |
|------|----------|----------------|-------------|
| | | | |
| | | | |

3. For Firms that Are Sole Proprietorships:

- a. Date of commencement of business: _____

4. For Firms that Intend to Bid as a Joint Venture:

- a. Date of commencement of joint venture: _____
- b. Provide all of the following information for each firm that is a member of the joint venture that expects to bid on one or more projects.

| Name of Firm | % of Ownership of Joint Venture |
|--------------|---------------------------------|
| | |
| | |

C. HISTORY OF THE BUSINESS AND ORGANIZATIONAL PERFORMANCE

1.

9. Describe your driver training program.
10. Describe your safety program for drivers, including number of annual safety meetings, name/title/experience of person(s) responsible, accident rate for preventable and non -preventable accidents per thousand miles of operations.
11. Have any of your drivers been involved in accidents involving injuries or death in the last 5 years?

Yes No

If "yes," please explain.

VEHICLE INFORMATION

12. Describe the types of vehicles that will be provided, including the make, model, type, and year of manufacture.
13. Describe your program and schedule for preventative maintenance and repair of vehicles, including location of maintenance facilities, name/title/experience of personnel responsible for management of the facilities, method of evaluating road failures or vehicle breakdowns and procedures to reduce repetitive failures, and name/title/experience of personnel or contractor who will service and repair the vehicles.
14. Have any of your vehicles been involved in accidents involving injuries or death in the last 5 years?

Yes No

If "yes," please explain.

LICENSES

DISPUTES

17. At any time in the last 5 years, has your firm, or any owners, officers or partners, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any contract with a public entity?

Yes No

If "yes," please explain, including the name of the person who was associated with that company, the year of the event, owner, owner's address and basis
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of a line of credit may also be attached; however, it will be considered supplemental information only, and is not a substitute for the required audited or certified financial statement.

CERTIFICATION

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

Date: _____

Legal Name of Bidder: _____

Signature by an officer of the Bidder: _____

By: _____
(Print Name)

Title: _____

EXHIBIT A

Reference # _____:

a.

BID BOND

(Note: If Bidder is providing a bid bond _____ as its bid security, Bidder must use this form, NOT a surety company form.)

KNOW ALL PERSONS BY THESE PRESENTS:

That the undersigned _____, as Principal ("Principal"),

and _____

_____, as Surety ("Surety"), a corporation organized and _____ existing under and by virtue of the laws of the State of _____ and authorized to do business as a surety in the State of California, are held and firmly bound unto the Sacramento City Unified School District ("District") of Sacramento County, State _____ of California, as Obligee ("Obligee"), in the sum of Ten Thousand Dollars (\$10,000.00) _____ lawful money of the United States of America, for the payment of which sum well and truly to be made, we, and each of us, bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that whereas the Principal has submitted a bid to the District for all Services specifically described in the accompanying bid for _____ Student Transportation Home _____ -To -School Augmented Services (As _____ -Needed), Bid No. 24-0844 ("Contract").

NON-COLLUSION DECLARATION

The undersigned declares:

I am the _____ of _____,
[Title] [Name of Firm]

the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham.

The bidder has not directly or indirectly induced or solicited any other bidder in any other way.

DISTRICT

Sacramento City Unified School District
5735 47th Avenue,
Sacramento, CA 95824
ATTN: Robert Aldama,
Purchasing Manager II
Robert- Aldama@scusd.edu

Contractor

[Contractor Name]
[Address 1]
[Address 2]
[City, State Zip]
ATTN: [Name, Title]
[Email]

Any notice personally given or sent by electronic mail shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery to the overnight delivery service. Any notice given by mail shall be effective three (3)

shall state that not less than thirty (30) days written notice shall be given to District prior to cancellation; and, shall waive all rights of subrogation. Contractor shall notify District in the event of material change in, or failure to renew, each policy. Prior to commencing work, Contractor shall deliver to District certificates of insurance as evidence of compliance with the requirements herein. In the e vent

38. Provisions Required by Law Deemed Inserted. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein.

39. Severability. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

40. Integration/Entire Agreement of Parties. This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties. This Agreement is not valid until approved/ratified by the governing board of District .

41. Calculation of Time. For the purposes of this Agreement, "days" refers to calendar days unless otherwise specified.

42. Signature Authority. Each Party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authority and empowered to enter into this Agreement.

43. Counterparts. This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.

44. Incorporation of Recitals and Exhibits. The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

IN WITNESS WHEREOF , the Parties hereto have executed this Agreement on the date indicated below.

Dated: _____, 2023

Dated: _____, 2023

Sacramento City Unified School District

[Contractor]

By: _____

By: _____

Print Name : Jesse Castillo

Print Name: _____

Print Title: Interim Chief Business Officer

Print Title: _____

EXHIBIT "A"

Scope of Services

STUDENT TRANSPORTATION SERVICES

Contractor shall provide to District the following services:

Contractor shall pro

Students

Pupils to be transported may require special care due to various types of disabilities. It is the intent of the District that transportation is furnished under the most favorable circumstances, in a friendly atmosphere, and with a minimum exposure to hazards which might result in injury or discomfort.

Pupils are expected to behave in a safe manner while being transported; the Contractor's drivers and aides or District's aides (when provided) shall be expected to keep order among the pupils and to report any improper conduct. Drivers shall not require any pupil to leave the vehicle before reaching his/her destination.

District may request specialized training of Contractor's staff for purposes of students' Individual Education Program (IEP) needs. District may assist in providing or directing such specialized training.

In case of pupil illness, absence, or emergency, the parent of each child shall be responsible for notifying the Contractor that the child shall not be picked up. Contractor shall notify the District of any pupil who has not ridden a vehicle for a three (3) day period or of any pupil who no longer needs services. Any other exceptions to the regularly scheduled pick-up and delivery points shall be subject to the approval of the District.

Student behavior problems shall be reported in the following manner: Contractor's

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Broken window glass shall be repaired or replaced by the Contractor in a timely manner. Vehicles with damaged glass shall be placed out of service until the defect is corrected.

First Aid Kits

Each vehicle shall be equipped with an approved first aid kit and a blood borne pathogen kit. Kits are to be inspected and supplies replenished on a systematic basis by the Contractor. Contractor will provide First Aid and CPR subject to Contractor's guidelines, a copy of which will be provided to District. Contractor will not provide other medical services, including, but not limited to: DiaStat; Versa Magnet; or Tracts and tube medical procedures unless such services are required of a private student transportation contractor by state or federal law.

Equipment Required by Law, Rule or Regulation

Contractor shall supply and ensure that all of the vehicles have all such equipment, not otherwise specifically mentioned in these Specifications, which is required by federal, state or local laws, rules, regulations, codes, ordinances, or codes of practice. (s)8.9 StaeStas 7aerafid e rc ffong.6 (q)-81 (7)9()12.7 (i)-20.2 (s)8.3 (i)-20.1 8.5 (t)-8.6 (u)

personally travel each route with the assigned driver at least one each year to survey the driver's performance, route hazards, and equipment efficiency.

Employee Performance and Replacement

All personnel assigned to perform under the Contract shall be subject to continuous approval by the District. If the District disapproves of any Contractor personnel, for any reason and in District's sole discretion, then Contractor shall replace such personnel immediately. Any request to remove an employee from service under the Agreement shall be in writing, with the reasons stated forth therein, and shall not be in violation of any federal, state or local law. Contractor's failure to timely replace any of its personnel shall be a material default under the Contract. Notwithstanding the generality of the foregoing, in the event of any material egregious issue concerning any of Contractor's personnel, District shall have the right, but not the obligation, to demand that Contractor promptly resolve the situation to District's satisfaction. For purposes of this paragraph, a "material egregious issue" shall mean: (a) an act or omission by any Contractor personnel that constitutes gross negligence, willful misconduct, or a violation of applicable law or District policy; (b) an act or omission, or alleged act or omission, by Contractor personnel that endangers or is likely to

Use of Tobacco Products

The use of tobacco and/or tobacco -like products of any kind is forbidden in the student transportation vehicles or on property owned or leased by the District, whether passengers are in the vehicle or not. The restriction applies to students, aides, drivers, Contractor management staff and maintenance staff.

REPORTS AND DISTRICT FORMS

The Contractor agrees to provide the District with reports when requested. These reports shall include, but are not limited to, the following:

Pupil Transportation Incident/Accident Reports

This report describes all incidents, accidents or injuries occurring on District routes or trips, including route segments to and from the terminal, whether or not students are in the vehicle. Written follow-up reports stating corrective action taken shall be submitted within twenty-four (24) hours after the occurrence. Verbal notice must be given to District within one (1) hour of the accident. Police reports, where applicable, are to accompany each accident report.

Driver - Route List

A list that identifies drivers by route is to be submitted in electronic form prior to providing the Services and continuously updated by the Contractor when changes occur. The list shall also include names of drivers who are assigned as spares or stand-by drivers.

Incident/Complaint Form

The District shall create and provide an electronic form meant to inform the Contractor in writing of an incident or complaint about the services provided or about a specific driver by the District or the public. The Contractor shall investigate these reports and provide a written reply within five (5) days. If the investigation determines that corrective action is warranted, all written replies shall state the corrective action taken to prevent a recurrence of the condition that caused the incident or complaint.

Driver/Incident Complaint Form

Contractor shall create and provide a form meant to inform the District in writing of an incident or complaint about students, to report difficulties at a school site or with a parent, or to record any unusual incident involving a student. The District's Transportation staff shall investigate these reports and provide a written reply within ten (10) days. If the investigation determines that corrective action is warranted, all

Unauthorized Deviations from Routes

Except for those reasons outlined and approved by the District, such as road

EXHIBIT "B"
RATES

PERFORMANCE BOND

(100% of Estimated Annual Contract Value)

(Note: Contractor must use this form, NOT a surety company form.)

KNOW ALL PERSONS BY THESE PRESENTS:

WHEREAS, the Sacramento City Unified School District ("District") and _____
_____ ("Principal") have entered into a contract for the

FINGERPRINTING/CRIMINAL BACKGROUND INVESTIGATION CERTIFICATION

CONTRACT NO.: 24-0844 between the Sacramento City Unified School District ("District")
and _____ ("Contractor").

The undersigned does hereby certify to the governing board of the District as follows:

That I am a representative of the Contractor currently under contract with the District; that I am familiar with the facts herein certified; and that I am authorized and qualified to execute this certificate on behalf of Contractor.

Contractor certifies that it has taken the following actions with respect to the Services that are the subject of the Contract:

Contractor, who is not a sole proprietor, has complied with the fingerprinting requirements of Education Code section 45125.1 with respect to all Contractor's employees and all of its subcontractors' employees who may have contact with District pupils in the course of providing services pursuant to the Contract, and the California Department of Justice ("DOJ") has determined (A) that none of those employees has been convicted of a felony, as that term is defined in Education Code section 45122.1 and/or (B) that the prohibition does not apply to an employee as provided by Education Code section 45125.1(e)(2) or (3). A complete and accurate list of Contractor's employees and of all of its subcontractors' employees who may come in contact with District pupils during the course and scope of the Contract is attached hereto as Attachment A.

7 (S9.Tf)JTJ-791

DRUG -FREE WORKPLACE CERTIFICATION

PROJECT/CONTRACT NO.: 24-0844 , Home to School Augmented Services (As -Needed)
between the Sacramento City Unified School District ("District") and _____
_____ ("Contractor") ("Contract" or "Project").

This Drug -Free Workplace Certification form is required from Contractor pursuant to Government Code section 8350 et seq., the Drug -Free Workplace Act of 1990. The Drug -Free Workplace Act of 1990 requires that every person or organization awarded a contract or grant for the procurement of any property or service from any state agency must certify that it will provide a drug -free workplace by doing certain specified acts. In addition, the Act provides that each contract or grant awarded by a state agency may be subject to suspension of payments or termination of the contract or grant, and the contractor or grantee may be subject to debarment from future contracting, if the contracting agency determines that specified acts have occurred.

I also understand that if District determines that I have either (a) made a false certification herein, or (b) violated this certification by failing to carry out the requirements of section 8355, that the Contract awarded herein is subject to termination, suspension of payments, or both. I further understand that, should I violate the terms of the Drug-Free Workplace Act of 1990, I may be subject to debarment in accordance with the requirements of the aforementioned Act.

I acknowledge that I am aware of the provisions of and hereby certify that I will adhere to the requirements of the Drug-Free Workplace Act of 1990 and Health and Safety Code section 11362.3.

Date: _____

Proper Name of Contractor: _____

Signature: _____

Print Name: _____

Title: _____

END OF DOCUMENT

