



City of Rockville
Rockville, Maryland

REQUEST FOR PROPOSAL # 07-24

SCHOOL BUS TRANSPORTATION SERVICES

Proposals Due by Tuesday, March 26, 2024 by 2:00 PM ET

ISSUED BY:

Procurement Division
City of Rockville, City Hall
111 Maryland Avenue
Rockville, Maryland 20850
Phone: (240) 314-8430
Fax: (240) 314-8439

Any individual with a disability who would like to receive the information in this publication in another form may contact the ADA Coordinator at 240-314-8100, TDD 240-314-8137

MFD-V Outreach Program

It is the intent of the City of Rockville to increase opportunities for minority, female, disabled, or veteran (MFD-V) owned businesses to compete effectively at supplying goods, equipment, and services to the City within the constraints of statutory purchasing requirements, departmental needs, availability, and sound economical considerations. Suggested changes and MFD-V enhancements to this solicitation's requirements for possible consideration and/or inclusion in future solicitations are encouraged. Any questions regarding MFD-V outreach or questions/concerns regarding the City's bidding process should be addressed to Pat Ryan, pryan@rockvillemd.gov or 240-314-8434.



Statement of "No Proposal Submittal"

If you do not intend to submit on this requirement, please complete and return this form prior to date shown for receipt of proposals to the buyer listed in this RFP by **email only to pryan@rockvillemd.gov**.

I/WE HAVE DECLINED TO PROPOSE TO **RFP 07-24**, titled **School Bus Transportation Services** for the following reason(s): [Please place a check mark (✓) next to the reason(s) as applicable]

(✓)	Reason
	Proposal requirements too "restrictive".
	Insufficient time to respond to Request for Proposals.
	We do not offer this service.
	Our schedule would not permit us to perform.
	Unable to meet requirements.
	Unable to meet insurance or bond requirements.
	Scope of Services unclear (please explain below).
	Other (please specify below).

REMARKS:

Are you a Minority, Female, Disabled, or Veteran-Owned (MFD-V) business? _____ Yes _____ No

Company Name: _____

Mailing Address: _____

Telephone Number: _____ Email Address: _____

 Authorized Signatory

 Printed Name

 Title

 Date



**CITY OF ROCKVILLE
ROCKVILLE, MARYLAND**

REQUEST FOR PROPOSAL # 07-24

School Bus Transportation Services

RECEIPT AND HANDLING OF PROPOSALS

Sealed proposals will be received electronically via a City designated bid/proposal receipt software solution until **Tuesday, March 26, 2024 by 2:00 PM ET.** The offeror assumes full responsibility for the timely delivery of a proposal via the designated solution. Proposals delivered in any other fashion will not be considered. Properly submitted proposals will be opened in a virtual environment after the time set for receipt of proposals.

Submission of a proposal electronically is consent by the bidder to conduct any or all elements of the procurement by electronic means, in accordance with the terms of this request for proposals.

Proposals presented after the proposal receiving deadline will not be received for any reason. The official time clock for receiving proposals will be that of the City's third-party software solution providers located at Rockville City Hall.

ATTENTION: OFFERORS ARE HEREBY NOTIFIED THAT THE CITY'S THIRD-PARTY SOFTWARE SOLUTION PROVIDER'S COMPUTER SERVER TIME MAY DIFFER FROM THAT OF OTHER ELECTRONIC DEVICES, COMPUTER SOFTWARE AND COMPUTER HARDWARE THAT MAY BE USED TO ELECTRONICALLY SUBMIT THE PROPOSAL. OFFERORS ARE RESPONSIBLE FOR ALLOWING ADEQUATE TIME TO SUCCESSFULLY DELIVER THE PROPOSAL TO THE REQUIRED ELECTRONIC LOCATION BY THE REQUIRED TIME.

In accordance with Chapter 17 of the City's Procurement Ordinance, competitive sealed proposals are not publicly opened or otherwise handled so as to permit disclosure of the identity of any offeror or the contents of any proposal to competing offerors during the evaluation process. The proposals, except for information identified by the offeror as proprietary, shall be open for public inspection after the contract award.

REQUEST FOR PROPOSALS (RFP) DOCUMENTS

The RFP documents are available via the City's Collaboration Portal only at:

[Contract Insight - Collaboration Portal \(rockvillemd.gov\)](https://rockvillemd.gov)

SUBMITTAL OF QUESTIONS

Technical and contractual questions pertaining to this RFP may be directed to Patricia Ryan, Principal Buyer, via the City's Collaboration Portal no later than **Wednesday, March 13, 2024, by 5:00PM ET.** Oral answers to questions relative to the interpretation of requirements or the proposal process will not be binding on the City.

To ensure fair consideration for all offerors, any interpretation made to prospective offerors will be expressed in the form of an addendum to the requirements, if such information is deemed necessary for the preparation of proposals or if the lack of such information would be detrimental to the uninformed offeror. Such addendums, if issued, will be posted at the City's Collaboration Portal listed below:

[Contract Insight - Collaboration Portal \(rockvillemd.gov\)](http://rockvillemd.gov)

Please note, that it is the proposer's responsibility to check this site frequently for Addendums, which may impact pricing, this documents requirements, terms and/or conditions. Failure to sign and return an Addendum with your response may result in the disqualification of the proposal.

PROJECT DESCRIPTION

The City of Rockville, Maryland is seeking proposals from qualified School Bus Transportation Service suppliers to provide transportation services on an "as needed" basis. Vehicle usage may include buses for daily trips within the local area and out of town. The City reserves the right to award to multiple vendors.

AWARD

The award will be made to the qualified offeror(s) obtaining the highest weighted score combining price and technical qualifications. Additional information regarding award criteria can be found within this document's Evaluation and Award Section.

NOTICE TO OFFERORS/PROPOSERS

"Pursuant to 7-201 et seq of the Corporations and Associations Article of the Annotated Code of Maryland, corporations not incorporated in the State shall be registered with the State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, MD 21201 before doing any interstate or foreign business in this State. Before doing any intrastate business in this State, a foreign corporation shall qualify with the Department of Assessments and Taxation." Bidders must supply their US Treasury Department Employer's Identification Number with their bids as shown on their Employer's Quarterly Federal Tax Return (US Treasury Department Form No. 941). Companies located outside Maryland should call 1-410-767-1006, or e-mail: charterhelp@dat.state.md.us.

QUALIFICATIONS TO CONTRACT WITH PUBLIC BODY

Bidders must be qualified to bid in the state in accordance with Section 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland, which ordains that any person convicted of bribery (upon acts committed after July 1, 1977) in furtherance of obtaining a contract from the State or any subdivision of the State of Maryland shall be disqualified from entering into a contract with the City.

EXPENSES ASSOCIATED WITH RESPONSE

The City of Rockville will not be responsible for any expenses incurred by a firm in preparing and submitting a proposal. All proposals shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

REJECTION OF PROPOSALS

The City reserves the right to reject any or all proposals in part or in full and to waive any technicalities or informalities as may best serve the interests of the City.

DISABILITY INFORMATION

Any individuals with disabilities who would like to receive the information in this document in another form may contact the ADA Coordinator at (240) 314-8100; TDD (240) 314-8137.

W-9 FORM REQUIRED

Successful respondents are required to complete and submit a W-9 Form. The W-9 form can be accessed at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3>. It is the successful respondent's responsibility to act upon this instruction for submitting a W-9 form. The City cannot process payments if this form is not completed and submitted to the Purchasing Division.

NO CONTACT POLICY

Unless otherwise stated, any contact with any City official, employee, agent, or other representative concerning this Request for Proposals other than the assigned buyer or procurement representative is prohibited. Any such unauthorized contact may disqualify the proposer from this procurement.



CITY OF ROCKVILLE
RFP 07-24
SUBMITTAL CHECKLIST

- _____ Responses shall be submitted electronically via the City's Collaboration Portal no later than the due date and time as shown in this solicitation.

- _____ Complete and return the Execution of Offer (Attachment A) with your proposal. Failure to complete and return this document may result in the disqualification of your proposal.

- _____ Complete and return the enclosed Non-Conviction/Collusion Affidavit Form (Attachment B) with your proposal. Failure to complete and return this document may result in the disqualification of your proposal.

- _____ Complete and return the attached Respondent's Questionnaire Form (Attachment C) with your proposal. Failure to complete and return this document may result in the disqualification of your proposal.

- _____ Provide a statement that the firm, if awarded the contract, shall meet all of the insurance requirements (Attachment E) contained within this bid document. **(This information should be provided in your letter of transmittal)**

- _____ If you are an entity (limited liability partnerships, corporations, limited partnerships, limited liability companies, limited liability limited partnerships, business trusts, real estate investment trust, and trade name filings), is the legal name of your company listed with the State of Maryland Department of Assessments and Taxation and in good standing? You may check by going to: <https://dat.maryland.gov/Pages/default.aspx>

- _____ Check the City's Collaboration Portal for any addenda and acknowledge in Attachment A

Note: The City will no longer generate check payments to awarded vendors. Electronic payments will only be issued. If your company is selected, you shall be required to complete and submit an ACH application before awarding a contract/purchase order.

NAME OF BIDDER _____

RETURN THIS FORM WITH THE PROPOSAL



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**CITY OF ROCKVILLE
ROCKVILLE, MARYLAND**

REQUEST FOR PROPOSAL # 07-24

SCHOOL BUS TRANSPORTATION SERVICES

I. PROJECT OVERVIEW

- A. Intent.** The City of Rockville, Maryland, is inviting proposals from qualified vendors who can provide School Bus Transportation Services on an "as-needed" basis. The vehicles may be used for daily trips within the District of Columbia (DC), Maryland, and Virginia (DMV) areas. These trips may vary in their destinations. The City retains the right to award contracts to multiple vendors.
- B. Background.** The City of Rockville is the county seat of Montgomery County, Maryland, located along the I-270 corridor approximately 12 miles northwest of Washington, DC. Rockville's 2021 population is approximately 70,000, with employment of approximately 77,000. City residents enjoy an excellent quality of life, low crime rates, high-quality schools, and a great park system. The City is frequently listed among the country's best places to live by such sources as Money Magazine, Livability.com, and Niche.

Rockville is home to major corporate headquarters, county government offices, the Circuit and District court buildings, and the Rockville Campus of the Montgomery College (the largest of its three countywide campuses), with numerous shopping centers, restaurants, and entertainment facilities.

For general information about the City, the Mayor and Council, and other City departments, please visit the City's website at <http://www.rockvillemd.gov>. For general information about Rockville's Department of Housing and Community Development, visit the City's website at <http://www.rockvillemd.gov/hcd>.

- C. Term of the Agreement.** The contract term shall be effective from the date of contract award for a period of one year. The City retains the option to extend the contract terms for up to four additional one-year periods.

Extension of the contract is contingent upon and subject to funding appropriations and program approval by the Mayor and Council. The decision to extend this contract will be made at the sole discretion of the City.

- D. Price Decreases.** Price decreases are acceptable at any time, need not be verifiable, and are required should the Contractor, or anyone providing materials to the Contractor for use for the services described in this Contract, experience a decrease in costs associated with the execution of the contract.

E. Bids Must Meet the Following Criteria:

Bids must meet the following criteria:

The respondent/proposer/consultant shall:

- i. Have a minimum of five (5) consecutive years of experience in providing School Bus Transportation Services.
- ii. Be in good financial standing, not in any form of bankruptcy, current in payment of all taxes and fees such as state franchise fees, and not currently involved in any litigation.
- iii. Have documented evidence of past experience. The proposer shall provide proof of the above minimum qualification by furnishing copies of letters, certificates, etc. (as applicable); which clearly document said qualifications.

F. Projected Project Timeline.

<u>DESCRIPTION</u>	<u>TARGET DATE</u>
RFP Issued	By Monday, March 4, 2024
Offeror's technical questions due	Wednesday, March 13, 2024 by 5 pm ET
Addendum to RFP issued, if required	By Tuesday, March 19, 2024
Proposals due to the City	Tuesday, March 26, 2024 2 pm ET
Contract Award and Notice to Proceed	TBD

The target dates provided are estimates and may be subject to change during the process with a written agreement between the City and the winning bidder.

G. Procurement Contact. The sole point of contact at the City for purposes of this RFP, prior to award of any contract, is

Pat Ryan
City Hall – Procurement Division
111 Maryland Avenue
Rockville, MD. 20850
Telephone: (240) 314-8434
Email: pryan@rockvillemd.gov

H. Contract Administrator. The designated contract administrator following contract award will be:

Jordan Perry
Recreation Programs Supervisor
Recreation and Parks Department
111 Maryland Avenue
Rockville, MD. 20850
Telephone: (240) 314-8638
Email: jperry@rockvillemd.gov

II. SCOPE OF WORK AND TECHNICAL REQUIREMENTS

A. SCOPE OF WORK

- i. The City's Recreation & Parks Department is seeking a Vendor to provide school bus transportation for City-Wide programs. This can include a standard school bus and a paratransit bus to accommodate participants with disabilities and wheelchairs when requested.
- ii. Most of the transportation and trips occur during the summer months. Attachment F lists an example of trips. Transportation occurs during the 7 a.m. – 8 p.m. timeframe Monday – Friday. There may be an occasion for weekend transportation.
- iii. Camp transportation generally includes morning pick-up, afternoon drop-off, and shuttle services at assigned pick-up and drop-off locations throughout the City. Field trips typically occur in the DMV area, with occasional trips to Pennsylvania.
- iv. When possible, a Recreation and Parks Department representative shall submit to the Vendor a tentative schedule of trips at the latest thirty (30) days before the trip. However, the Vendors shall show flexibility in adapting to changes in the original request or for additions and deletions.

B. VENDORS' RESPONSIBILITIES

- i. The vendor shall work closely with the City's Recreation & Parks Department representatives to ensure open and clear communication. The Vendor shall provide a main contact name, email, and cell phone information. Recreation and Parks Supervisors shall provide contact information to the Vendor.
- ii. The Vendor must ensure that each bus used to perform services is equipped to meet all applicable federal and state highway specifications, interstate Commerce Commission specifications and local specifications, safety standards, emission requirements, and handicap provisions.
- iii. The Vendor must ensure that each bus used to perform services is equipped with working two-way radios, cellular telephones, or equipment that will enable communication with terminal or administrative personnel.
- iv. The Vendor personnel shall have a neat, company-uniformed, professional appearance at all times. The City and the citizens shall be able to identify the driver as an employee of the Vendor.
- v. The Vendor shall provide a list of all possible drivers ten (10) business days before each request for transportation.
- vi. The vendor must ensure that each transportation service provider or driver is trained in the City's transportation safety plan, when one is provided, no later than 30 days before the start of the trip scheduled and that the drivers or service providers can demonstrate knowledge of the transportation safety plan.
- vii. Vendor shall provide documentation of completed background checks for each driver scheduled to transport children. The background check shall include the FBI, the State of Maryland, and a review of public records. The City will annually accept a Company

letterhead document signed by the Owner attesting that the Owner has completed background checks on all employees.

- viii. The vendor shall provide the name and cell phone numbers of the scheduled driver(s).
- ix. The Vendor must ensure that all vehicle drivers are adults (18+) and licensed according to applicable State law.
- x. Ensure drivers follow our no-smoking policy while performing the services in the City.
- xi. The Vendor must ensure that each bus used to perform services under this contract meets all applicable Americans with Disability Act (ADA) requirements. When requested by the City, the bus provided by the Vendor must be equipped with a wheelchair lift or a kneeling bus.
- xii. The Vendor is responsible for paying all toll charges, licenses, fees, taxes, violation fines, fuel, and other operating costs incurred by the Vendor as a part of this contract. The City will not reimburse the Vendor for these expenses. The City will reimburse parking fees to the Vendor at cost upon submission of original receipts for such items by the Vendor to the City. There shall be no other add-on charges of any kind.
- xiii. The Vendor shall supply drivers with the most efficient and alternative routes to avoid congested areas/delays.
- xiv. The Vendor shall supply drivers who assist passengers on and off the bus as needed with a cell phone number available to communicate with City personnel and assist City personnel with any emergencies or unusual situations on and around the bus.
- xv. The Vendor must offer pick-up and drop-off at multiple locations as the City directs.
- xvi. For trips outside the Metropolitan Washington Area (defined as more than two (2) hours away from Rockville, Maryland), the Vendor must have an agreement with other bus company/companies to provide buses in an emergency.

C. VEHICLE REQUIREMENTS

- i. The City's Recreation & Parks Department is seeking a Vendor whose school buses are equipped with air conditioning.
- ii. Standard buses should have a forty-eight (48) adult seat capacity, and paratransit buses should have a twenty-eight (28) seat capacity with three wheelchairs.
- iii. Paratransit Buses requested with wheelchair lifts must be able to accommodate at least three (3) wheelchairs and also have a minimum of two (2) seats with seat belts.
- iv. If the City requests, the Vendor must provide a minimum of at least one bus with a retractable bottom step or ramp to allow senior citizens and/or disabled passengers to board. When requested, these buses must have swivel seats or seats that can be turned around.
- v. The Vendor must ensure that each bus used to perform services under this contract is maintained in good working condition. Each bus provided must not be more than ten (10) years old. The overall appearance, interior and exterior, of the bus provided must be clean, in good condition, and free of unpleasant odors.

SCHOOL BUS TRANSPORTATION SERVICES

- vi. The Vendor must provide backup buses in case of breakdown or malfunction of any equipment used in transporting passengers on City-sponsored trips. Backup buses must contain the same amenities and be equipped in the same manner as primary buses as specified in this City.
- vii. Before each trip, the bus must be cleaned and disinfected, both inside and out. It should also be professionally maintained to ensure it's in good working condition. The bus should look and smell clean, be free of odors and all equipment within it should be in good working order. City personnel will inspect the bus before participants board and either accept it or request a substitute bus if necessary.

D. UNIT PRICES, TRANSPORTATION CHARGES, PAYMENT

- i. Unit prices quoted shall include insurance, maintenance, labor, equipment, and all other charges, prepaid and exclusive of all taxes. There shall be no services for and no charges for overtime.
- ii. In general, pricing is requested for hourly rates to include the bus and a driver. A separate mileage rate shall be bid that shall be subject to a fuel adjustment. The base diesel fuel cost shall be the price for Retail On-Highway Diesel Fuel for the Central Atlantic Region as of November of the year.
- iii. Mileage shall be from the first City pick-up site to the last City drop-off site for the trip. Mobilization from or to the Vendor's yard is not included.
- iv. The estimated quantity on the Bid Response Form is listed per day and per bus. The actual quantity may fluctuate yearly.
- v. The Vendor is responsible for paying all toll charges, licenses, fees, taxes, violation fines, fuel, and other operating costs incurred by the Vendor as a part of this contract. The City will not reimburse the Vendor for these expenses. The City will reimburse parking fees to the Vendor at cost upon submission of original receipts for such items by the Vendor to the City. There shall be no other add-on charges of any kind.

E. GENERAL OVERVIEW OF CAMPS AND SERVICES

- i. Services are mostly provided during the summer months.
- ii. Bus service can be for pick-up and drop-off of camps, field trips, shuttle buses, or inclement weather transportation. Changes to service may be done as needed.
- iii. Bus service for daily camp transportation for participant pick-up and drop-off from designated sites around the City to the camp shall be less than one and a half hours (1½) in duration. Routes can contain between four (4) to seven (7) stops. Maximum number of stops shall not exceed ten (10).
- iv. For inclement weather, the Vendor may be contacted at any time during the day to relocate participants to an alternative site. The alternative site is usually within the proximity of the camp's regular location. Pick-up from a field trip shall be charged in accordance with the contracted mileage zone rate.
- v. The Vendor shall charge for only the services rendered.

- vi. A tentative list of daily camp transportation pick-up and drop-off sites and field trips will be given to the Vendor thirty (30) days prior to the start of camps. An updated list will be sent one (1) week prior to the start of camp.
- vii. Most field trips are planned to begin and end within the normal camp day but may occasionally extend beyond the normal end time not to exceed three (3) hours. Field trips are usually less than seven (7) hours in duration and are typically to destinations within the DMV vicinity.
- viii. The cost for all field trips shall be based on round-trip mileage. Starting from the initial pickup location.
- ix. Summer Day camps may utilize one to two buses per site for shuttle service in and around areas of the camp and will be charged the field trip mileage.
- x. Camps will not be held on July 4 of each year.
- xi. The City reserves the right to add or reduce the number of buses needed each year.

III. GENERAL INSTRUCTIONS FOR PROPOSAL PREPARATION AND DELIVERY

A. Proposal Format.

All proposals are welcome. Proposers must be in compliance with: **NOTICE TO OFFERORS/PROPOSERS and QUALIFICATIONS TO CONTRACT WITH PUBLIC BODY** found at the bottom of page 4 of the RFP.

To provide each Proposer an equal opportunity for consideration, adherence to a standardized proposal format is required. Individual, separate and complete proposals must be submitted and must contain the following elements organized into sections, as deemed appropriate. Failure to adhere to this format may result in the disqualification of your proposal(s). Each proposal shall adhere to the order presented below:

1. Firm Qualifications and Experience – Section “A” (20 Points).

- a. **Table of Contents.**
- b. **Letter of Transmittal.** Provide a letter of transmittal, no longer than two (2) pages, signed by an authorized representative of the proposer, including a brief description of your firm’s location, organization structure, and philosophy. The letter shall also include a statement that the firm if awarded the contract, shall adhere to the City’s insurance requirements.
- c. **Individuals and Qualifications.** Please provide a brief introduction of your organization. Be sure to include the full business name, complete business address, phone number, and type of organization (LLC, Sole Proprietor, 501c3 non-profit, etc.). Please provide the name, title, phone number, and email address of the person who is leading the project. If the person who will sign the contract is different, please provide their name, title, phone number, and email address.
- d. **Subcontractors.** Bidders must list sub-contractors that shall be used to accomplish the scope of services. If no sub-contractors will be used, please state this in this section.

- e. **Litigation.** Please list any past and/or pending litigation or disputes relating to the work described herein that your firm has been involved in within the last five (5) years. The list shall include each project name and nature of litigation.
- f. **Financial Information.** Provide an official letter from the proposer's financial institution detailing the proposer's financial status. The letter shall include the contact's name, address, phone number, and fax number. The failure to produce financial requirements may be grounds for disqualifying your proposal response and offer. The City reserves the right to make such additional investigations as necessary to establish the competency and financial stability of any firm submitting a proposal. If, after the investigation, the evidence of competency and financial stability is not satisfactory in the sole opinion of the City, the City reserves the right to reject the proposal.

2. **Past Performance/References – Section “B” (15 Points).**

To demonstrate experience and success in conducting similar work, the proposer shall provide a minimum of five (5) references of similar size projects in similar circumstances with appropriate reference information, concentrating only on those projects completed within the last five (5) years or currently underway by the proposer's firm, as follows:

- a. Client name, address, phone, fax number, and email address;
- b. Description of all services provided;
- c. Performance period; and
- d. The total annual amount of contract.

Describe any significant or unique awards received or accomplishments made in previous, similar projects.

NOTE: Please do not include projects completed or currently underway with the City of Rockville. If your firm has done work with the City, you cannot provide that work as your only reference.

3. **Key Personnel – Section “C” (30 Points).** Describe the process by which drivers are vetted and hired, include all standards of safe driving. This description should minimally include, but not be limited to:

- Retention of licensing information and driving records.
- Fingerprinting and commercial background check process, including fingerprinting.
- Verification that drivers meet all licensing requirements of Maryland's Motor Vehicle Administration.

4. **Capacity, Inventory of Buses and Price – Section “D” (35 Points).**

Describe School Bus(es) qualifications, including maintenance policies, age of the fleet, and number of buses in the fleet (as per IIA above), and ensure school buses are all non-smoking. Ensure all school busses meet the requirements outlined in Section II of this RFP.

5. **Additional Information/Required Forms – Section “E” (No Assigned Points).**

Proposers shall include the following documents:

- a. Affidavit Form (Attachment B)

- b. W-9 Form: Proposers that have not done business with the City must submit a W-9 with their proposal.
- c.

B. Delivery Requirements.

All proposal forms and documents as required by this RFP must be electronically filled out, signed (electronic signature is acceptable) and submitted **via one combined pdf document** using the City’s Collaboration Portal **only** at:

[Contract Insight - Collaboration Portal \(rockvillemd.gov\)](http://rockvillemd.gov)

Two (2) separate electronic submittals shall be included to provide **one (1) original version and one (1) redacted version of your proposal:**

At a minimum, the file name of the pdf document must contain the RFP Number, Offeror’s Name, and Proposal Due Date.

IV. EVALUATION CRITERIA AND SELECTION PROCESS

A. Written Proposal Evaluation.

The Evaluation Committee will evaluate the written proposal based on the following criteria:

Evaluation Criteria		
Tab Assignment	Category	Maximum Points
A	Firm’s Qualifications and Experience	20
B	Past Performance/References	15
C	Key Personnel	30
D	Capacity, Inventory of Buses, and Price	35
E	<i>Additional Information</i>	
MAXIMUM TOTAL POINTS		100

B. Presentations/Demonstrations/Interview Evaluation.

Evaluation Criteria	Weight
1. Ability to Communicate Technical Concepts to Groups without Related Backgrounds	50%
2. Experience of Staff and Providing Related Services to Similar Sized Entities	50%

C. Determining Responsibility.

In conjunction with the weighted criteria being used to determine the capability of the proposal, the City may consider the proposer’s ability to meet or exceed the following criteria:

- i. The proposer’s ability, capacity, and skill to perform the contract or provide the service within the time specified.
- ii. The quality of the performance of previous contracts or services including previous performance with the City;

SCHOOL BUS TRANSPORTATION SERVICES

- iii. Previous and existing compliance by the proposer with laws and ordinances relating to the contract or service;
- iv. Financial resources of the proposer to perform the contract or provide the service; and,
- v. Whether the proposer is in arrears to the City on a debt or a contract; whether the proposer is in default on surety to the City; or whether the proposer's taxes are delinquent.

D. Evaluation Committee.

The Evaluation Committee is comprised of qualified and recommended City staff members, professional advisors, or local government staff or officials. The Evaluation Committee shall consist of members who have experience, knowledge and/or expertise in the program area and service requirements of the solicitation. The assigned buyer serves as the non-voting chair of the committee.

E. Initial Evaluation of Proposals.

Each proposal is initially evaluated by the Procurement Division to ensure it meets the minimum criteria as set forth in the solicitation document. A proposal tabulation sheet of the essential items required by the solicitation shall be prepared by the buyer and presented to the Evaluation Committee for consideration and action. This process includes, but is not limited to, the following:

- i. The proposal was submitted by the deadline with all requested copies;
- ii. All documents requiring a signature have been signed and submitted; and,
- iii. Verification to ensure proper professional licenses or credentials, as required.

The City, at its sole discretion, may utilize the services of one or more independent firms, consultants, technical experts, and/or services to assist in the review or to provide an assessment, evaluation, and/or opinion as to the merits or validity of the proposer's response to this RFP.

F. Presentations/Demonstrations/Interviews.

Based on evaluation by the Evaluation Committee, the City may request that some or all proposers provide presentations/demonstrations to the Evaluation Committee and/or conduct interviews with the selected proposers regarding qualifications, ability to furnish the required services, and all criteria set forth herein. The Procurement Division will notify all proposers of the City's decision to request presentations/demonstrations and/or interviews, as applicable.

G. Best and Final Offer and Negotiations.

The City may request that the respondents provide a Best and Final Offer submittal before final determination for recommendation of contract award. The contract negotiations team will include, at a minimum, a member from the Procurement Division and a member(s) from the requesting Department. The City reserves the right to negotiate any and all elements of a contract resulting from this RFP.

H. Notice of Intent to Award.

The Procurement Division shall publicly post a Notice of Intent to Award on the City's website once an award decision is rendered.

(ATTACHMENT A)



CITY OF ROCKVILLE
EXECUTION OF OFFER FORM

RFP # 07-24
SCHOOL BUS TRANSPORTATION SERVICES

THE EXECUTION OF OFFER FORM MUST BE COMPLETED, SIGNED AND RETURNED WITH YOUR PROPOSAL. THE CONTRACTOR AGREES TO PERFORM ALL WORK AS SET FORTH IN THIS REQUEST FOR PROPOSAL AND IN ACCORDANCE WITH THE TERMS AND CONDITIONS AT THE PRICES QUOTED ON THIS FORM.

See following pages

NAME OF OFFEROR/PROPOSER _____

RETURN THIS FORM WITH THE PROPOSAL



CITY OF ROCKVILLE
EXECUTION OF OFFER FORM
PROPOSAL RESPONSE FORM

The quantities listed below are for evaluation purposes of this RFP. Actual quantities may be higher or lower and may differ from year to year.

Item No.	Item Name/ Description	Quantity	Unit of Measure	Unit Price	Total
STANDARD SCHOOL BUS REQUIREMENTS					
1.	Day camp transport to/from camp, 0-75 miles round trip, per bus, per day, and per specifications.	7	Per bus	\$ _____	\$ _____
2.	Day camp transport to/from camp, 76-150 miles round trip, per bus, per day, and per specifications.	3	Per bus	\$ _____	\$ _____
3.	Field Trip Transportation/Shuttle service, 0-75 miles round trip, per bus, per day, and per specifications.	7	Per bus	\$ _____	\$ _____
4.	Field Trip Transportation/Shuttle service, 76-150 miles round trip, per bus, per day, and per specifications.	3	Per bus	\$ _____	\$ _____
5.	Field Trip Transportation/Shuttle service, 156-225 miles round trip, per bus, per day, and per specifications.	2	Per bus	\$ _____	\$ _____
SUBTOTAL (Sum of line items #1 - #5)					\$ _____

NAME OF OFFEROR/PROPOSER _____ **RETURN**
THIS FORM WITH THE PROPOSAL

SCHOOL BUS TRANSPORTATION SERVICES

(ATTACHMENT A - CONTINUED)

Item No.	Item Name/ Description	Quantity	Unit of Measure	Unit Price	Total
PARATRANSIT SCHOOL BUS REQUIREMENTS					
6.	Day camp transport to/from camp, 0-75 miles round trip, per bus, per day, and per specifications.	3	Per bus	\$ _____	\$ _____
7.	Day camp transport to/from camp, 76-150 miles round trip, per bus, per day, and per specifications.	1	Per bus	\$ _____	\$ _____
8.	Field Trip Transportation/Shuttle service, 0-75 miles round trip, per bus, per day, and per specifications.	3	Per bus	\$ _____	\$ _____
9.	Field Trip Transportation/Shuttle service, 76-150 miles round trip, per bus, per day, and per specifications.	1	Per bus	\$ _____	\$ _____
10.	Field Trip Transportation/Shuttle service, 156-225 miles round trip, per bus, per day, and per specifications.	1	Per bus	\$ _____	\$ _____
SUBTOTAL (Sum of line items #6 - #10)					\$ _____

The award is to be made by the SUBTOTAL of each group.

Space for acknowledgement.

Bidder's Company Name: _____

Authorized Signature: _____

Printed Name and Date: _____

NAME OF OFFEROR/PROPOSER _____

RETURN THIS FORM WITH THE PROPOSAL

(ATTACHMENT A - CONTINUED)

EXCEPTIONS

All exceptions taken to the Request for Proposal must be clearly indicated in the space provided below. Unless noted as an exception, the Contractor will be held responsible for providing each component or standard called for.

The City Manager for the City of Rockville, Maryland, retains the exclusive right to approve or reject any exception taken to the specifications contained in this Request for Proposal. It is hereby agreed that if this Request for Proposal is rejected due to an exception taken to a requirement by the offeror, the rejection taken will be final, and no further action may be taken.

Do you claim an exception to any portion of this Request for Proposal?

ADDENDA

Acknowledgment is hereby made of the following Addenda, if any, (identified by number) received since issuance of this bid:

EXECUTION

THE OFFEROR IS HEREBY NOTIFIED THAT THIS DOCUMENT SHALL BE SIGNED (ELECTRONIC SIGNATURE IS ACCEPTABLE) IN ORDER FOR THE PROPOSAL TO BE ACCEPTED. BY SIGNING, THE OFFEROR CERTIFIES THAT HE/SHE WILL COMPLY IN EVERY ASPECT WITH THE REQUEST FOR PROPOSAL, ADDENDUMS, PROPOSAL, ANY AND ALL E-MAILS/LETTERS OF CLARIFICATION, BAFO, AND CONTRACT.

The proposal, if submitted by an individual, shall be signed by an individual; if submitted by a partnership, shall be signed by such member or members of the partnership as have authority to bind the partnership; if submitted by a corporation, the same shall be signed by the President and attested by the Secretary or an Assistant Secretary. If not signed by the President as aforesaid, there must be attached a copy of that portion of the By-Laws or a copy of a Board resolution duly certified by the Secretary, showing the authority of the person so signing on behalf of the corporation. In lieu thereof, the corporation may file such evidence with the Administration, duly certified by the Secretary, together with a list of the names of those officers having authority to execute documents on behalf of the corporation, duly certified by the Secretary, which listing shall remain in full force and effect until such time as the Administration is advised in writing to the contrary. In any case where a proposal is signed by an Attorney in Fact the same must be accompanied by a copy of the appointing document, duly certified.

NAME OF OFFEROR/PROPOSER _____

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(ATTACHMENT A - CONTINUED)

For informational purposes only – Is your company certified as a Minority, Female, Disabled, or Veteran-Owned (MFD-V) business: _____ yes _____ no _____ I choose not to respond.

IF AN INDIVIDUAL:

NAME: _____

_____ Street and/or P.O. Box

_____ City State Zip Code Fed ID or SSN

_____ (SEAL) _____
Signature Date

_____ Print Signature

WITNESS: _____

_____ Signature

_____ Print Signature

IF A PARTNERSHIP:

NAME OF PARTNERSHIP: _____

_____ Street and/or P.O. Box

_____ City State Zip Code Fed ID or SSN

BY: _____ (SEAL) _____

Signature Date

_____ Print Signature

TITLE: _____ WITNESS: _____

Signature

_____ Print Signature

NAME OF OFFEROR/PROPOSER _____

RETURN THIS FORM WITH THE PROPOSAL

(ATTACHMENT A - CONTINUED)

IF A CORPORATION:

NAME OF CORPORATION: _____

Street and/or P.O. Box

City State Zip Code Fed ID or SSN

STATE OF INCORPORATION: _____

BY: _____ (SEAL) _____
Signature Date

Print Signature

TITLE: _____ WITNESS: _____
Secretary's Signature

Print Signature

REMITTANCE ADDRESS (if different than above)

Street and/or P.O. Box City State Zip Code

NOTE: Firms must use their FULL LEGAL name. Generally, a corporation's name must end with a suffix indicating the corporate status of that business (i.e., Inc., Co., Corp., etc.). Individuals or corporations may indicate trade names with the individual or corporate name followed by "t/a" (trading as) or "d/b/a" (doing business as), respectively. Failure to use your FULL LEGAL name may be cause for rejection of the proposal.

CONTACT FOR ADMINISTRATION

NAME: _____

TELEPHONE: _____

EMAIL: _____

PAYMENT REMITTANCE ADDRESS

Street and/or P.O. Box City State Zip Code

NAME OF OFFEROR/PROPOSER _____

RETURN THIS FORM WITH THE PROPOSAL

(ATTACHMENT B)
A F F I D A V I T

I hereby affirm that:

I am the _____ and the duly authorized representative of the firm of

_____ whose address is _____

and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting.

I further affirm:

**AFFIDAVIT OF QUALIFICATION TO
CONTRACT WITH A PUBLIC BODY**

1. Except as described in Paragraph 2 below, neither I nor the above firm nor, to the best of my knowledge, any of its controlling stockholders, officers, directors, or partners, performing contracts with any public body (the State or any unit thereof, or any local governmental entity in the state, including any bi-county or multi-county entity), has:

A. been convicted under the laws of the State of Maryland, any other state, or the United States of any of the following:

- (1) bribery, attempted bribery, or conspiracy to bribe.
- (2) a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract.
- (3) fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property.
- (4) a criminal violation of an anti-trust statute.
- (5) a violation of the Racketeer Influenced and Corrupt Organization act, or the Mail Fraud Act, for acts in connection with the submission of bids or proposals for a public or private contract.
- (6) a violation of Section 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland.
- (7) conspiracy to commit any of the foregoing.

B. pled nolo contendere to, or received probation before verdict for, a charge of any offense set forth in subsection A of this paragraph.

C. been found civilly liable under an anti-trust statute of the State of Maryland, another state, or the United States for acts or omissions in connection with the submission of bids or proposals for a public or private contract.

D. during the course of an official investigation or other proceeding, admitted, in writing or under oath, an act or omission that would constitute grounds for conviction or liability under any law or statute described in subsection A or C of this paragraph.

2. [State "none," or as appropriate, list any conviction, plea or admission as described in Paragraph 1 above, with the date, court, official or administrative body, the individuals involved and their position with the firm, and the sentence or disposition, if any]. _____

3. I further affirm that neither I nor the above firm shall knowingly enter into a contract with the Mayor and Council of Rockville under which a person or business debarred or suspended from contracting with a public body under Title 16

I do solemnly declare and affirm under the penalties of perjury that the contents of these affidavits are true and correct.

Signature and Title _____ Date _____

NAME OF OFFEROR/PROPOSER _____

RETURN THIS FORM WITH THE PROPOSAL

of the State Finance and Procurement Article of the Annotated Code of Maryland, will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

I acknowledge that this Affidavit is to be furnished to the Mayor and Council of Rockville and, where appropriate, to the State Board of Public Works and to the Attorney General. I acknowledge that I am executing this Affidavit in compliance with the provisions of Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland which provides that persons who have engaged in certain prohibited activity may be disqualified, either by operation in law or after a hearing, from entering into contracts with the Mayor and Council of Rockville. I further acknowledge that if the representations set forth in this Affidavit are not true and correct, the Mayor and Council of Rockville may terminate any contract awarded, and take any other appropriate action.

NON—COLLUSION AFFIDAVIT

1. Am fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;

2. Such bid is genuine and is not a collusive or sham bid

3. Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the Contract for which the attached bid has been submitted or to refrain from bidding in connection with Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Mayor and Council of Rockville, Maryland (Local Public Agency) or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

SCHOOL BUS TRANSPORTATION SERVICES

(ATTACHMENT C)**RESPONDENT'S QUESTIONNAIRE**

The Respondent recognizes that in selecting a company/agent, The City of Rockville will rely, in part, on the answers provided in response to this Questionnaire. Accordingly, Respondent warrants to the best of its knowledge that all responses are true, correct and complete.

Company Profile

1. Number of Years in Business: _____
2. Type of Operation: Individual____ Partnership____ Corporation____ Government____
Number of Employees: _____(company-wide)
Number of Employees: _____(servicing location)

 Annual Sales Volume: _____(company-wide)
 Annual Sales Volume: _____(servicing location)
3. State that you will provide a copy of your company's audited financial statements for the past two (2) years, if requested by the City of Rockville.
4. Is your company currently for sale or involved in any transaction to expend or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.
5. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.

NAME OF OFFEROR/PROPOSER _____

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SCHOOL BUS TRANSPORTATION SERVICES

(ATTACHMENT D)GENERAL TERMS, CONDITIONS AND INSTRUCTIONS – DO NOT RETURN

CITY OF ROCKVILLE

MARYLAND

GENERAL CONDITIONS AND INSTRUCTIONS

1. **TERMS AND CONDITIONS** The terms and conditions of this document govern in event of conflict with any terms of the offeror's proposal and are not subject to change by reasons of written or verbal statement by the Contractor unless accepted in writing. Words and abbreviations that have well known technical or trade meanings are used in accordance with such meanings.
2. **SEVERABILITY** If one or more provisions of any subsequent agreement, or the application of any provision to any party or circumstance, is held invalid, unenforceable, or illegal in any respect, the remainder of the agreement and the application of the provision to other parties or circumstances shall remain valid and in full force and effect.
3. **PREPARATION** All bids are to be submitted electronically, in a pdf format file, via a City designated bid receipt software solution. File name of the pdf document must contain the RFP Number, Offeror's Name and the Proposal Due Date.

Conditional bids/proposals and bids/proposals containing escalator clauses will not be accepted. Bids/proposals must be signed (electronic signature is acceptable) by an individual authorized to bind the bidder.

4. **LATE BIDS/PROPOSALS** It is the offeror's responsibility to assure delivery of the proposal at the proper time via the designated electronic, software solution. Proposals delivered in any other fashion will not be considered.
5. **PROPOSAL AWARD** The award will be made to the offeror whose proposal, in the opinion of the City is the best taking into consideration all aspects of the offeror's responses, including total net cost to the City. In the event that the offeror to whom the award is made does not execute a contract within 15 days from receipt of the contract, the City may give notice to such offeror of intent to award the contract to the next most qualified offeror, or to call for new proposals.
6. **ADDENDUM** In the event that any addenda to this solicitation is issued, all solicitation terms and conditions will retain in effect unless they are specifically changed in the addendum. It is the responsibility of the bidder/proposer to make inquiry as to addenda issued. Oral answers to questions relative to interpretation of specifications or the proposal process will not be binding on the City. Such addendums, if issued, will posted via the city's designated electronic, software solution.

Please note, that it is the bidder's/proposer's responsibility to check this site frequently for Addendums, which may impact pricing, this document's requirements, terms and/or conditions. Failure to acknowledge an addendum on the proposal form or to sign and return an Addendum with your response may result in disqualification of proposal.

7. **ACCEPTANCE/REJECTION OF BIDS** The City reserves the right to reject any or all bids in part or full and to waive any technicalities or informalities as may best serve the interests of the City.

Bids shall be valid for a minimum of 120 days following the deadline for submitting offers. Bids may not be withdrawn during that period. If an award is not made during that period, all offers shall be automatically extended for another 120 days. Offers will be automatically renewed until such time as either an award is made, or proper notice is given to the Purchasing Agent of Offeror's intent to withdraw its offer. Offers may only be canceled by submitting Notice at least 15 days before the expiration of the then current 120-day period.

8. **MULTI-YEAR BIDS** Multi-year contracts may be continued each fiscal year only after funding appropriations have been granted. In the event necessary funding appropriation is not granted, the multi -year contract shall be null and void, effective July 1st of the affected year.
9. **BID/PROPOSAL WITHDRAWAL** Proposals may be electronically withdrawn (deleted) or modified by deleting the initial file uploaded and replacing it with a modified file using the City's electronic, software solution before the time specified.
10. **MISTAKES** Bidders/proposer's are expected to be thoroughly familiar with all solicitation documents, including all addenda. No consideration will be granted for any alleged misunderstanding of the intent of the specifications. Each bidder/proposer shall carefully and thoroughly examine these documents for completeness. No claim of any bidder/proposer will be allowed on the basis that these documents are incomplete.
11. **SENSITIVE DOCUMENTS** Sensitive documents (either electronic or hardcopy documents dealing with critical facilities or sensitive information) received from the City must be handled consistent with the terms of non-disclosure required for application. Contractor is responsible to restrict use of sensitive documents to project participants only and shall take appropriate measure to prevent distribution of sensitive document to anyone inside or outside of the Contractor's company except Contractor's project participants. After completion of the project, all sensitive documents remaining in the Contractor's possession shall continue to be governed under the terms of non-disclosure and must continue to be store in a secure manner. After such records are no longer need for record purposes, the records shall be destroyed or returned to the City.

Where services require the Contractor to access the City's electronic information resources and/or its electronic data assets, the Contractor shall adhere to all requirements, terms and conditions of the City's Contractor/Vendor On-Site and Remote Access Confidentiality Agreement, which can be viewed at the following web address:

<http://www.rockvillemd.gov/documentcenter/view/74>

12. **DOCUMENTS, MATERIALS AND DATA** All documents, materials, or data developed as a result of this contract are the City's property. The City has the right to use and reproduce any documents, materials and data, including confidential information, used in the performance of, or developed as a result of this contract. The City may use this information for its own purposes, including reporting to state and federal agencies. The contractor warrants that it has title to or right to use all documents, materials or data used or developed in connection with this contract. The Contractor must keep confidential all documents, materials and data prepared or developed by the contractor or supplied by the City.
- 13.
14. **PUBLICITY** Contractor agrees that it shall not publicize any subsequent agreement or disclose, confirm or deny any details thereof to third parties or use any photographs or video recordings of the City of Rockville's name in connection with any sales promotion or publicity event without the prior express written approval of the City.
15. **INTEREST IN MORE THAN ONE BID/PROPOSAL AND COLLUSION** **Multiple proposals uploaded/received in response to a single solicitation from an individual, firm, partnership, corporation, affiliate, or association under the same or different names will be rejected.** Reasonable grounds for believing that a offeror is interested in more than one proposal for a solicitation both as a offeror and as a

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subcontractor for another offeror, will result in rejection of all proposals in which the offeror is interested. However, a firm acting only as a subcontractor may be included as a subcontractor for two or more offerors submitting a proposal for the work. Any or all proposals may be rejected if reasonable grounds exist for believing that collusion exists among any offerors. Offerors rejected under the above provisions shall be disqualified if they respond to a re-solicitation for the same work.

16. **EXECUTION OF CONTRACT** The Contractor shall be required to execute a formal agreement with the City within fifteen days from the award. A sample of the agreement is attached. No revisions to the agreement will be allowed.
17. **COMPENSATION** The City will compensate the Contractor in the form of either lump sum payment upon completion and acceptance of the work or monthly progress payments. In either event, compensation shall not exceed any fixed, firm Lump Sum or Total proposed pricing within the Contractor's offer. All non-labor costs associated with administration, including but not limited to plan copies, courier, mailing data processing, forms, fax transmission, telephone calls, printing, office supplies, copying, are to be included with the pricing and hourly rates offer, otherwise they shall become the responsibility of the Contractor. No payment or reimbursement will be made for travel expenses.
18. **INVOICING** The Contractor shall submit invoices, in duplicate, which shall include a detailed breakdown of all charges for that monthly period including employee names, date of services, itemized cost (hours and hourly rates) for service.

Invoices shall be based upon completion of tasks and deliverables and shall reference a City Purchase Order number. All such invoices will be paid promptly by the City of Rockville unless any items thereon are disputed in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The firm shall provide complete cooperation during any such investigation. All invoices shall be forwarded to the following address: City of Rockville, Attn: (Project Manager), 111 Maryland Avenue, Rockville, MD 20850 or via email to the project manager.

19. **ELECTRONIC PAYMENT OPTION** The Vendor ACH Payment Program of the City allows payments to be deposited directly to a designated financial institution account. Funds will be deposited into the account of your choice automatically and on time. All transactions are conducted in a secure environment. The program is totally free as part of the Finance Department's efforts to improve customer services.
- 20.
21. **PAYMENT TO SUBCONTRACTOR** Within seven (7) days after receipt of amounts paid by the City for work performed by a subcontractor under this contract, the Contractor shall either: Pay the Subcontractor for the proportionate share of the total payment received from the City of Rockville attributable to the work performed by the Subcontractor under this contract; or Notify the City of Rockville and Subcontractor, in writing, of his/her intention to withhold all or a part of the Subcontractor's payment and the reason for non-payment.
22. **PERSONNEL** Principal or key personnel included in the proposal may not be substituted without written approval of the City of Rockville. Replacements for key personnel under the contract must have equivalent professional qualifications and experience as those individuals listed in the proposal. The Consultant must submit written professional qualifications and experience for approval within ten working days prior to replacement for City review and approval or rejection.
23. **PRICE ADJUSTMENTS (CPI)** Unless otherwise stated in the RFP document, rates quoted are to be firm for two (2) years after award of a contract. These rates will apply to additional work, change orders and contract modifications. A request for price adjustment after the 2-year period is subject to approval or rejection by the Purchasing Agent. The Consultant shall submit to the Purchasing Agent sufficient justification to support the Consultant's request. A request for price adjustment may not be approved which exceeds the amount of the

SCHOOL BUS TRANSPORTATION SERVICES

annual percentage change of the Consumer Price Index (CPI) for the twelve-month period immediately prior to the date of the request.

24. **INTERPRETATION** Any questions concerning general instruction and specifications shall be directed in writing to the Procurement Division. The submission of a bid/proposal shall be prima facie evidence that bidder/proposer thoroughly understands the terms of the specification. The Contractor shall take no advantage of any error or omission in the specifications.
25. **DELIVERY** All time limits stated in the contract documents are of the essence. The Contractor shall expedite the work and achieve substantial completion within the contract time. If time limits are not specified, state the number of days required to make delivery/completion in the space provided. Defective or unsuitable materials or workmanship shall be rejected and shall be made good by the Contractor, notwithstanding that such materials/workmanship have been previously overlooked and accepted.
26. **DELAYS/EXTENSION OF TIME** If the Contractor is delayed in the delivery of the supplies, equipment or services by any act or neglect of the City or by a separate Contractor employed by the City, or by any changes, strikes, lockouts, fires, unusual delays in transportation or delay authorized by the City, the City shall review the cause of such delay and shall make an extension if warranted.

All claims for extensions must be a written notice sent to the Purchasing Agent within ten (10) calendar days after the date when such alleged cause for extension of time occurred. All such claims shall state specifically the amount of the delay the Contractor believes to have suffered. If statement is not received within the prescribed time the claim shall be forfeited and invalidated.

27. **TERMINATION FOR DEFAULT** The contract may be cancelled or annulled by the City in whole or in part by written notice of default to the Contractor upon nonperformance or violation of contract terms and an award may be made to second ranked proposer, if default occurs within the initial contract period and the second ranked proposer agrees to hold its proposal price, or the work may be purchased on the open market similar to those so terminated. In either event, the defaulting Contractor (or his surety) shall be liable to the City for costs to the City in excess of the defaulted contract prices.
28. **TERMINATION FOR CONVENIENCE** The performance of work or services under this contract may be terminated in whole or part, upon five (5) calendar day's written notice when the City determines that such termination is in its best interest. The City shall be liable only for those accepted goods and/or services furnished prior to the effective date of such termination.
29. **ABANDONMENT, DISSOLUTION AND RESTRUCTURING** A Contractor who abandons or defaults the work on this contract and causes this contract to be re-bid will not be considered in future bids for the same type of work unless the scope of the work is significantly changed. Written notification of changes to company name, address, telephone number, etc. shall be provided to the City of Rockville as soon as possible but not later than thirty (30) days from date of change.
30. **CHANGES** The City, without invalidating the contract, may order written changes in the scope of work consisting of additions, deletions or modification with the contract sum and time being adjusted accordingly. All such changes shall be made in writing by the Purchasing Agent.

Costs shall be limited to the following: cost of materials, cost of labor and additional costs of supervision and field office personnel directly attributable to the change.

The cost or credit to the City from a change in the scope of work shall be determined by mutual agreement. The Contractor shall do all work that may be required to complete the work contemplated at the unit prices or lump sum to be agreed upon.

No alterations or variables in the terms of the contract shall be valid or binding upon the City unless made in writing and signed by the City.

31. **EXTRA COSTS** If the Contractor claims that any instructions by drawings or otherwise involve extra cost or extension of time, a written request must be submitted to the Project Manager within ten (10) calendar days after receipt of such instructions and before proceeding to execute the work, stating in detail the basis for objection. No such claim will be considered unless so made.

Any discrepancies which may be discovered between actual conditions and those represented by the specifications and/or drawings shall be reported to the City and work shall not proceed, until written instruction has been received by the Contractor from the City. On drawings the figured dimensions shall govern in the case of discrepancy between the scales and figures.

Anything shown on applicable plans and not mentioned in the specifications or mentioned in the specifications and not shown on the plans have the same effect as if shown or mentioned respectively on both.

32. **GUARANTEE** All guarantees and warranties required shall be furnished by the Contractor and shall be delivered to the Project Manager before final payment is made.

The Contractor guarantees that the items conform to the design and specifications and to drawings, samples or other descriptions referred to in this document. The Contractor further guarantees the items will be free from defects in materials and workmanship, latent or patent and are suitable for the intended purpose as far as the Contractor knows or has reason to know. The guarantee contained herein shall remain in full force and effect for a minimum of one year after initial delivery to the City unless another effective period is specified.

33. **RIGHT TO AUDIT** At any time during the term of any subsequent agreement and for a period of four (4) years thereafter the City of Rockville or duly authorized audit representative of the City, at its expense and at reasonable times, reserves the right to incrementally audit Contractor's records. In the event such an audit by the City reveals any errors/overpayments by the City, Contractor shall refund the City the full amount of such overpayments within thirty (30) days of such audit findings, or the City at its option, reserves the right to deduct such amounts owing the City from any payments due Contractor.

34.

35. **DEFECTIVE SUPPLIES/SERVICE** Defective or unsuitable materials or workmanship shall be rejected and shall be made good by the Contractor. Contractor shall be responsible for the professional quality, technical accuracy, timely completion, and the coordination of all its effort and other services furnished by Contractor under the Agreement. Without additional compensation, Contractor shall correct or revise any errors, omissions, or other deficiencies in all products of its efforts and other services provided. This shall include resolving any deficiencies arising out of the acts or omissions of Contractor found during or after the course of the services performed by or for Contractor under this Agreement, regardless of City having knowledge of or condoning/accepting the products or the services. Correction of such deficiencies shall be at no cost to City.

36. **LEGAL REQUIREMENTS** All materials, equipment, supplies and services shall conform to applicable Federal, State County and City laws, statutes, rules and regulations. The Contractor shall observe and comply with all Federal, State, County and City laws, statutes, rules and regulations that affect the work to be done. The provisions of this contract shall be governed by the laws of the State of Maryland.

37. **SUBCONTRACTING** When allowed, proposers who intend to subcontract any portion of the work including delivery, installation or maintenance will submit to the City prior to the start of work: 1) a description of the items to be subcontracted; 2) all subcontractor names, addresses and telephone numbers; and 3) the nature and extent of the work utilized during the life of the contract.

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This does not relieve the Contractor from the prime responsibility of full and complete performance under the contract. There shall be no contractual relationship between the City and any subcontractor.

- 38. RESERVATIONS** The City reserves the right to add or delete any item(s) from the proposal in whole or in part at the City's discretion without affecting the proposal prices for any item or remaining work. The City may waive minor differences in specifications in proposals provided these differences do not violate the specifications' intent nor materially affect the operation for which the items are being purchased.
- 39. AUTHORITY OF THE CITY MANAGER IN DISPUTES** Except as may otherwise be provided by the final agreement, any dispute concerning a question of fact arising under the agreement signed by the City and the Contractor which is not disposed of by the final agreement shall be decided by the City Manager who shall notify the Contractor in writing of his determination. The Contractor shall be afforded the opportunity to be heard and offer evidence in support of the claim. Pending final decision of the dispute herein, the Contractor shall proceed diligently with performance under the agreement signed by the City and the Contractor. The decision of the City Manager shall be final and conclusive unless an appeal is taken pursuant to City Purchasing Ordinance.
- 40. INDEMNIFICATION OF THE COUNCIL** The Contractor shall indemnify and save harmless the Mayor and Council from all suits, actions and damages or costs, of every name and description to which the Mayor and Council may be subjected or put by reason of injury to persons or property as a result of the work, whether caused by negligence or carelessness on part of the Contractor, or subcontractors or agents of the Contractor.
- 41. NO LIMITATION OF LIABILITY** The mention of any specific duty or liability of the Contractor in any part of the specification shall not be construed as a limitation or restriction upon any general liability or duty imposed upon the Contractor.
- 42. PROPRIETARY INFORMATION** The City agrees, to the extent permitted by law, to hold all material and information belonging to the offeror, which it deems to be confidential, in strictest confidence. The Contractor agrees to hold all material and information belonging to the City or the City's agents in strictest confidence and not to make use thereof other than for the performance of contractual obligations, to release it only to employees requiring such information. Reasonable precautions will be exercised for the protection of any proprietary data included in the proposal.
- 43. RELEASE OF INFORMATION** During the term of the final agreement, the successful Contractor shall not release any information related to the services or the performance of the services under the agreement nor publish any final reports or documents without the prior written approval of the City.
- 44. PATENTS AND ROYALTIES** Whenever any article, material, appliance, process composition, means or things called for by these specifications is covered by Letter of Patent, the successful bidder must secure, before using or employing such materials, the assent in writing of the owner or licensee of such letters of patent and file the same with the City.

The Contractor will defend, at its own expense, and will pay the cost and damages awarded in any action brought against the City based on any allegation that the items provided by the Contractor infringe on a patent and copyright license or trade secret. In the event that an injunction shall be obtained against the City's use of items by reason of infringement of any patent, copyright, license or trade secret, the Contractor will, at its expense, procure for the City the right to continue using the items, replace or modify the same so that it becomes non-infringing.

- 45. MISCELLANEOUS PROVISIONS** The City and the Contractor each bind themselves, their partners, successors, assign and legal representatives of such other parties in respect to all covenants, agreements,

SCHOOL BUS TRANSPORTATION SERVICES

and obligations contained in the contract document. Neither party to the contract shall assign the contract or sublet it as a whole without the written consent of the other, nor shall the Contractor assign any monies due or to become due hereunder without the previous written consent of the City. Written notice shall be deemed to have been duly served if delivered in person to the individual or member of the firm or to any officer of the corporation for whom it was intended if delivered or sent by registered or certified mail to the last known address.

Duties and obligations imposed by the contract documents and the rights and remedies available thereunder shall be in addition to and not a limitation of the duties, obligations, rights and remedies otherwise imposed or available by law, unless so indicated.

- 46. ETHICS REQUIREMENTS** In accordance with the City's financial disclosure and ethical conduct policy and/or ordinances a prerequisite for payment pursuant to the terms of this contract is that the Contractor may be required to furnish explicit statements, under oath, that the City Manager, and/or any other officer, agent, and/or employee of the City, and any member of the governing body of the City of Rockville or any member or employee of a Commission, Board, or Corporation controlled or appointed by the City Council, Rockville, Maryland has not received or has not been promised directly or indirectly any financial benefit by way of fee, commission, finder's fee, or in any other manner, remuneration arising from directly or indirectly related to this contract, and that upon request by the City Manager, or other authorized agent, as a prerequisite to payment pursuant to the terms of this contract, the Contractor will furnish to the Mayor and Council of the City of Rockville, under oath, answers to any interrogatories to a possible conflict of interest has herein embodied.
- 47. BROKERING** The Contractor warrants that only an established commercial or selling agency maintained by the Contractor for the purpose of securing business may be retained to solicit or secure this contract. Any brokerage arrangements must be disclosed in the proposal. For violation of this warranty, the City shall have the right to terminate or suspend this contract without liability to the City.
- 48. EQUAL EMPLOYMENT OPPORTUNITY** The Contractor will not discriminate against any employee or applicant for employment because of age (in accordance with applicable law), ancestry, color, national origin, race, ethnicity, religion, disability, genetics, marital status, pregnancy, presence of children, gender, sexual orientation, gender identity or expression, or veteran status. The Contractor will take affirmative action to ensure that applicants are employed, and the employees are treated fairly and equally during employment with regard to the above. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment, layoff or termination, rates of pay or other form of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. Contractors must also include the same nondiscrimination language in all subcontracts.

If the Contractor fails to comply with nondiscrimination clauses of this contract or fails to include such contract provisions in all subcontracts that subcontractors will not discriminate against any employee or applicant for employment in the manner described above, this contract may be declared void AB INITO, cancelled, terminated or suspended in whole or in part and the Contractor may be declared ineligible for further contracts with the City of Rockville. Any employee, applicant for employment, or prospective employee with information concerning any breach of these requirements

may communicate such information to the City Manager who shall commence a prompt investigation of the alleged violation. Pursuant to such investigation, the Contractor will permit access to the Contractor's books, records, and accounts. If the City Manager concludes that the Contractor has failed to comply with nondiscrimination clauses, the remedies set out above may be invoked.

SCHOOL BUS TRANSPORTATION SERVICES

- 49. LANGUAGE** If applicable, the Contractor shall appoint one or more crew members or supervisors to act as liaison with the City and emergency service personnel. All liaisons shall be fluently bilingual in English and the Contractor's employees' language(s), and at least one liaison shall be present at each work site at all times when any of the Contractor's employees or agents are at the site.
- 50. IMMIGRATION REFORM AND CONTROL ACT** The Contractor awarded a contract pursuant to this bid shall warrant that it does not and shall not hire, recruit or refer for a fee, for employment under the contract, an unauthorized person knowing the person is an unauthorized person and hire any individual without complying with the requirements of the Immigration Reform and Control Act of 1986 (the Act), including but not limited to any verification and record keeping requirements. The Contractor shall further assure the City that, in accordance with the Act, it does not and will not discriminate against an individual with respect to hiring, or recruitment or referral for a fee, of the individual for employment or the discharging of the individual from employment because of such individual's national origin or in the case of a citizen or intending citizen, because of such individual's citizenship status.
- 51. ASSIGNMENT** Neither this contract nor any interest therein nor claim thereunder shall be assigned or transferred by the Contractor except as expressly authorized in writing by the City.
- 52. EXCLUSION** As part of the contract, the offeror must warrant that it will not engage in providing consulting or other services to any private entity regarding any property within the study area during the term of the project. This requirement is intended to avoid the appearance of any conflict of interest that may arise. This exclusion also applies to all subcontractors.
- 53. OWNERSHIP OF DOCUMENTS** Any and all deliverables, including but not limited to reports, specifications, blueprints, plans, negatives, electronic files and documents, as well as any other documents prepared by the Contractor in the performance of its obligations under the resulting contract shall be the exclusive property of the City. The Contractor shall not use, willingly allow, or cause such materials to be used for any purpose other than performance of all Contractors' obligations under the resulting contract without the prior written consent of City. Documents and materials developed by the Contractor under the resulting contract shall be the property of City of Rockville; however, the Contractor may retain file copies, which cannot be used without prior written consent of the City. The City agrees that the Contractor shall not be liable for any damage, loss, or injury resulting from the future use of the provided documents for other than the project specified, when the Contractor is not the firm of record.
- 54. NON-DISCLOSURE** Contractor and the City of Rockville acknowledge that they or their employees may, in the performance of any subsequent agreement come into the possession of proprietary or confidential information owned by or in the possession of the other. Neither party shall use any such information for its own benefit or make such information available to any person, firm, corporation, or other organizations, whether or not directly or indirectly affiliated with Contractor or the City unless required by law.
- 55. COOPERATIVE PROCUREMENT** The Contractor may extend all of the terms, conditions, specifications, and unit or other prices of any award resulting from this solicitation to any and all other public bodies, subdivisions, school districts, community colleges, colleges, and universities. The City assumes no authority, liability or obligation, on behalf of any other public entity that may use any contract resulting from this solicitation.

SCHOOL BUS TRANSPORTATION SERVICES

(ATTACHMENT E)INSURANCE REQUIREMENTS

Prior to execution of the contract by the City, the Contractor must obtain at their own cost and expense and keep in force and effect during the term of the contract including all extensions, the following insurance with an insurance company/companies licensed to do business in the State of Maryland evidenced by a certificate of insurance and/or copies of the insurance policies. The Contractor's insurance shall be primary. The Contractor must electronically submit to the Procurement Division a certificate of insurance prior to the start of any work.

In no event may the insurance coverage be less than shown below.

Unless otherwise described in this contract the successful contractor and subcontractors will be required to maintain for the life of the contract and to furnish the City evidence of insurance as follows:

Type of Insurance	Amounts of Insurance	Endorsements and Provisions
1. <i>Workers' Compensation</i> 2. Employers' Liability	Bodily Injury by Accident: \$100,000 each accident Bodily Injury by Disease: \$500,000 policy limits Bodily Injury by Disease: \$100,000 each employee	Waiver of Subrogation: <i>WC 00 03 13 Waiver of Our Rights to Recover From Others Endorsement – signed and dated.</i>
3. Commercial General Liability a. Bodily Injury b. Property Damage c. Contractual Liability d. Premise/Operations e. Independent Contractors f. Products/Completed Operations g. Personal Injury	Each Occurrence: \$1,000,000	City to be listed as additional insured and provided 30-day notice of cancellation or material change in coverage. CG 20 37 07 04 and CG 20 10 07 04 forms to be both signed and dated.
4. Automobile Liability a. All Owned Autos b. Hired Autos c. Non-Owned Autos	Combined Single Limit for Bodily Injury and Property Damage - (each accident): \$1,000,000	City to be listed as additional insured and provided 30-day notice of cancellation or material change in coverage. Form CA20 48 02 99 to be both signed and dated.
5. Excess/Umbrella Liability	Each Occurrence/Aggregate: \$1,000,000	City to be listed as additional insured and provided 30-day notice of cancellation or material change in coverage.
6. Professional Liability (if applicable)	Each Occurrence/Aggregate: \$1,000,000	

Policy Cancellation

No change, cancellation or non-renewal shall be made in any insurance coverage without thirty (30) days written notice to the City's Procurement Division. The Contractor shall electronically furnish a new certificate prior to any change or cancellation date. The failure of the Contractor to deliver a new and valid certificate will result in suspension of all payments and cessation of on-site work activities until a new certificate is furnished.

Additional Insured

The Mayor and Council of Rockville, which includes its elected and appointed officials, officers, consultants, agents and employees must be named as an additional insured on the Contractor's Commercial and Excess/Umbrella Insurance for liability arising out of contractor's products, goods, and services provided under the contract. Additionally, the Mayor and Council of Rockville must be named as additional insured on the Contractor's Automobile and General Liability Policies. Endorsements reflecting the Mayor and Council of Rockville as an additional insured are required to be submitted with the insurance certificate.

Subcontractors

If applicable, all subcontractors shall meet the requirements of this section before commencing work. In addition, the Contractor shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

Example:
Certificate Holder
The Mayor and Council of Rockville
City Hall
111 Maryland Avenue
Rockville, MD. 20850

SCHOOL BUS TRANSPORTATION SERVICES**(ATTACHMENT F)**

The following is an example of destinations, number of buses, and pick-up locations used in the past.

This is for informational purposes only.**Day Camps**

- Monday – Friday: 9 a.m.– 4 p.m.
- Possible four (4) to eight (8) camps with daily morning pick-up and afternoon drop-off to and from the local pool or a designated field trip location.
- Daily transportation: Arrive to camp between 9 – 10 a.m. and take campers to and from the designated trip location. Once the morning camps finish their scheduled field trip, pick up the next camps between 1 - 2 p.m. and take campers to and from their designated trip location.
- Each day, we would need between two (2) to four (4) buses with a seating capacity of forty-eight (48.)
- Our camps run for seven (7) to eight (8) weeks from June through August.

Teen Camps

- Monday – Friday 8 a.m. – 5 p.m. with field trips four (4) to five (5) times a week
- Daily morning pick-up and afternoon drop-off with shuttle services to and from our community centers.
- Daily transportation: Arrive at camp between 8 – 10 a.m., take the camper to their designated trip location, and drop off the camp between 3 – 5 p.m. Some camp days may go as late as 7 p.m.
- Each day would need two (2) or three (3) buses with AC with a seating capacity of forty-eight (48).
- Our camps run between four (4) to eight (8) weeks from June through August.

Item Specifications**Standard School Bus Requirements**

No.	Item	Quantity	Unit of Measure
1.	Day camp transport to/from camp, 0-75 miles round trip, per bus, per day, and per Specifications.	7.00	Per bus
2.	Day camp transport to/from camp, 76-150 miles round trip, per bus, per day, and per Specifications.	3.00	Per bus
3.	Field Trip Transportation/Shuttle service, 0-75 miles round trip, per bus, per day, and per specifications.	7.00	Per bus
4.	Field Trip Transportation/Shuttle service, 76-150 miles round trip, per bus, per day, and per specifications.	3.00	Per bus
5.	Field Trip Transportation/Shuttle service, 156-225 miles round trip, per bus, per day, and per specifications.	2.00	Per bus

SCHOOL BUS TRANSPORTATION SERVICES**Paratransit School Bus Requirements**

No.	Item	Quantity	Unit Size
1.	Day camp transport to/from camp, 0-75 miles round trip, per bus, per day, and per Specifications.	3.00	Per bus
2.	Day camp transport to/from camp, 76-150 miles round trip, per bus, per day, and per Specifications.	1.00	Per bus
3.	Field Trip Transportation/Shuttle service, 0-75 miles round trip, per bus, per day, and per specifications.	3.00	Per bus
4.	Field Trip Transportation/Shuttle service, 76-150 miles round trip, per bus, per day, and per specifications.	1.00	Per bus
5.	Field Trip Transportation/Shuttle service, 156-225 miles round trip, per bus, per day, and per specifications.	1.00	Per bus