

# **CONTRA COSTA COUNTY OFFICE OF EDUCATION**

## **REQUEST FOR BIDS**

**BID # 01-26**

### **STUDENT TRANSPORTATION SERVICES**

**Special Education Home to School Routes  
Special Education Field Trips  
Alternative Transportation**

Mandatory Pre-Bid Meeting (via Zoom):	1:00 p.m., April 14, 2026
Deadline for Submission of Questions:	1:00 p.m., April 22, 2026
Due Date for Bids:	1:00 p.m., May 7, 2026
Anticipated Award:	May 20, 2026

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**CONTRA COSTA COUNTY OFFICE OF EDUCATION  
BID # 01-26 - NOTICE CALLING FOR BIDS**

In accordance with Education Code section 39802, Notice is hereby given that CONTRA COSTA COUNTY OFFICE OF EDUCATION, hereinafter referred to as “CCCOE”, will receive up to, but no later than **1:00 p.m. on May 7, 2026**, sealed Bids for the award of a contract or contracts for:

**STUDENT TRANSPORTATION SERVICES**

**Special Education Home to School Routes, Special Education Field Trips, and Alternative Transportation**

The CCCOE is seeking Bids from qualified firms that can furnish, operate, and maintain all equipment necessary for the transportation of special education pupils to and from schools or on any special education-approved field trips, including the use of said buses or vehicles during a CCCOE-declared emergency. Alternative transportation services in passenger vehicles are included in this Bid. However, such alternative transportation services shall be subject to the CCCOE’s prior approval and are not intended to be used for more than five percent (5%) of the total services.

A **mandatory** pre-Bid conference will be held on **April 14, 2026, via Zoom at 1:00 p.m.** for the purpose of discussing the Bid Documents and answering any questions generated by those in attendance. Please email Gloria Toledo at [gtoledo@cccoe.k12.ca.us](mailto:gtoledo@cccoe.k12.ca.us) by **no later than 1:00 p.m. on April 13, 2026**, to obtain a link to the Zoom meeting. The full Request for Bids is available online at the following CCCOE web address:

<https://www.cccoe.k12.ca.us/Departments--Schools/Departments/Business-Services/General-Services/index.html>

Each Bidder shall possess, at all times, a valid and current School Bus Contractor’s License issued by the California Highway Patrol in compliance with California Vehicle Code section 2571. All Bids shall be made and presented on the Bid Forms furnished by the CCCOE. Bids may be hand-delivered or mailed to CONTRA COSTA COUNTY OFFICE OF EDUCATION, c/o Gloria Toledo, Facilities Operations Technician, 77 Santa Barbara Road, Pleasant Hill, CA 94523. Bids shall be opened and publicly read aloud at the above-stated date, time and place. Bids received after the deadline will not be considered and will be returned unopened.

Each Bid must conform and be responsive to the Bid Documents and include a cashier’s check or Bid Bond as provided herein. No Bidder may withdraw the Bid for a period of sixty (60) days after the date set for opening of Bids. During this time, all Bidders shall guarantee prices quoted in their respective Bids.

For any questions or clarifications, please email Gloria Toledo at [gtoledo@cccoe.k12.ca.us](mailto:gtoledo@cccoe.k12.ca.us) — by **no later than 1:00 pm. on April 22, 2026**.

Pursuant to Education Code section 39802, the CCCOE will consider price, as well as the Bidder’s demonstrated ability to deliver proper and satisfactory service in awarding the Bidder(s). While price is a factor, the CCCOE is under no obligation to accept the lowest Bid rendered. At its sole discretion, the CCCOE will award the Bid to the lowest responsive and responsible Bidder(s) who best satisfied the terms, Bid specifications, and conditions contained in this Request for Bids and the student transportation requirements of the CCCOE. The CCCOE reserves the right to award the Bid to multiple Bidders and/or award different portions of the Bid to different Bidders. The CCCOE reserves the right to reject any or all Bids, or to waive any irregularities or informalities in any Bids or the bidding process, to accept or reject any items or combination of items.

## BID # 01-26

### INSTRUCTIONS FOR BIDDERS

1. **DEFINITIONS:** The CONTRA COSTA COUNTY OFFICE OF EDUCATION hereinafter referred to as “CCCOE” as used in these Bid Documents shall be construed to include the CCCOE Board of Education, all employees, officers, and agents of the CCCOE. The “Contractor/Bidder” is named as such in the Contract/Bid Documents and is referred to in generic terms as if the Contractor/Bidder were of singular number and masculine or feminine gender. **PREPARATION OF BID RESPONSES:** **The CCCOE invites Bids on the attached forms to be submitted no later than 1:00 p.m. on May 7, 2026** The CCCOE requires one (1) original, two (2) additional hard copies and one (1) USB electronic file. All hard copies shall be submitted in a 3-ring binder for ease of reviewing. Bid responses must be typed uniformly on letter-size (8 ½” x 11”) sheets of white paper, single-sided or double-sided, each section clearly titled, with tabs, and each page clearly and consecutively numbered. Bid responses must be clean and suitable for copying. Bid responses must be specific. For example, “See Enclosed Manual” will not be considered an acceptable Bid response. Receipt of all addenda, if any, must be acknowledged in the Bid Response.

All blanks in the Bid Forms must be appropriately filled. **All Bids shall be enclosed in a sealed package plainly marked with the name and address of the Bidder and the words “BID RESPONDING TO BID #01-26. – DO NOT OPEN UNTIL 1:00 p.m. on May 7, 2026. The Bid Cover Sheet shall be affixed to the outside of the envelope for submission to the CCCOE.**

3. **MANDATORY PRE-BID CONFERENCE:** Bidders must attend a mandatory pre-Bid conference to be held on **April 14, 2026** via Zoom at 1:00 p.m., for the purpose of discussing the Bid Documents and answering any questions generated by those in attendance. **Please email Gloria Toledo at [gtoledo@cccoe.k12.ca.us](mailto:gtoledo@cccoe.k12.ca.us) by no later than 1:00 p.m. on April 13, 2026, to obtain a link to the Zoom meeting.**

After the pre-Bid conference, **all questions must be submitted by email** to Gloria Toledo at [gtoledo@cccor.k12.ca.us](mailto:gtoledo@cccor.k12.ca.us) **by no later than 1:00 pm. on April 22, 2026. Questions after this deadline may not be answered.**

4. **ERASURES, INCONSISTENT, OR ILLEGIBLE BIDS:** The Bid submitted must not contain any erasures, interlineations, or other corrections unless each such correction is suitably authenticated by affixing in the margin immediately opposite the correction the initials of the persons signing the Bid. In the event of inconsistency between words and figures in the Bid price, words shall control figures. In the event that CCCOE determines that any Bid is unintelligible, inconsistent, or ambiguous, the CCCOE may reject such Bid as not being responsive to the invitation to Bid. Bidders shall verify their Bids before submission, as Bids cannot be withdrawn or corrected after the Bid opening.
5. **MODIFICATIONS:** Changes in or additions to the Bid Form, recapitulations of the work bid upon, alternative bids, or any other modification of the Bid Form or other Bid Documents, including the Form of Required Contract, Addenda, etc., which is not specifically called for in these Bid Documents may result in the CCCOE’s rejection of the Bid as not being responsive to this invitation to Bid. No oral, telephonic, telegraphic or facsimile Bids or modifications will be considered.
6. **SIGNATURE:** Signatures must be signed in permanent ink in the name of the Bidder and must bear the signature in longhand of the person or persons duly authorized to sign the Bid. **Any Bid submitted without a signature will be deemed non-responsive and will be rejected.**

7. **BID SUBMISSION ADDRESS:** All Bids shall be submitted to the **CONTRA COSTA COUNTY OFFICE OF EDUCATION c/o Gloria Toledo, Facilities Operations Technician 77 Santa Barbara Road, Pleasant Hill, CA 94523, no later than 1:00 p.m. on May 7, 2026** It is the sole responsibility of the Bidder to ensure that the Bid is received at the location indicated herein, no later than the time and date specified. Any Bid received after the scheduled closing time for receipt of Bids will be returned to the Bidder unopened.

8. **BID OPENING READING:** It is the Bidder's sole responsibility to ensure that its Bid is received prior to the scheduled closing time for receipt of Bids. In accordance with Government Code section 53068, any Bid received after the scheduled closing time for receipt of Bids shall be returned to the Bidder unopened. At the time set forth in the BID SUBMISSION ADDRESS provision above, the sealed Bids will be opened and read aloud in the meeting room as may be designated. Check in with the receptionist on the day of the Bid opening for the specific room location.

**TO BE CONSIDERED, ALL BIDS MUST BE RECEIVED IN THE CCCOE OFFICE BY THE TIME AND DATE OF CLOSING. E-MAILED AND FAXED BIDS WILL NOT BE ACCEPTED AND WILL BE DEEMED NON-RESPONSIVE AND WILL BE RETURNED TO THE BIDDER UNOPENED.**

9. **INTERPRETATION OF BID DOCUMENTS:** If any person contemplating submitting a Bid for the proposed work is in doubt as to the true meaning of any part of the contract documents, or finds discrepancies in, or omissions from any of the documents, written request for clarification or correction thereof, must be submitted to by email to Gloria Toledo at [gtoledo@cccoe.k12.ca.us](mailto:gtoledo@cccoe.k12.ca.us) **by no later than 1:00 pm. on April 22, 2026. Questions after this deadline may not be answered.**

10. **CALIFORNIA PUBLIC RECORDS ACT:** All documents received by the CCCOE, as a public agency, in connection with this Bid are subject to the requirements of the California Public Records Act. Bidder shall identify any information contained in the Bid that the Bidder deems to be, and establishes as, confidential or proprietary and wishes to be withheld from disclosure to others. Note: A blanket statement that all contents of the Bid response are confidential or proprietary cannot be honored by the CCCOE.

11. **BID SECURITY:** Each Bid must include a cashier's check or Bid Bond in an amount not less than Three Hundred Fifty Thousand and 00/100 Dollars (\$350,000.00), which is ten (10) percent of the estimated annual Contract value. By submitting a Bid, Bidder agrees that this amount of bid security is reasonable.

The cashier's check, or the Bid Bond, shall be given as a guarantee that the Bidder shall execute the contract within fourteen (14) days if it is awarded to Bidder in conformity with the contract documents and shall be provided with the Bid. In the event that an award is made to Bidder and such Bidder fails or refuses to execute the contract, said security shall be forfeited to the CCCOE as liquidated damages.

12. **FINGERPRINT CERTIFICATION:** The Contract requires the Contractor to comply with the provisions of Education Code section 45125.1 including certifying, in writing, to the CCCOE that no contractor employees or employees of subcontractors who may come in contact with CCCOE member school district pupils in the performance of the contract has been convicted of a violent or serious felony as defined in California Penal Code sections 677.5(c) and 1192.7(c) respectively.

13. **CONTRACTOR QUALIFICATIONS:** Each Bidder shall possess, at all times, a valid California School Bus Contractor's License issued by the California Highway Patrol in compliance with

California Vehicle Code section 2571. The successful Contractor shall maintain the required license throughout the duration of the contract. Each Contractor shall provide proof of licensure at the time of Bid submission.

14. PERFORMANCE BOND: Upon receipt of the Notice of Intent to Award a Contract, the successful Bidder shall be required to furnish, within ten (10) calendar days, a Performance Bond in an amount equivalent to one hundred percent (100%) of the estimated annual Contract value, which is Three Million Five Hundred Thousand and 00/100 Dollars (\$3,500,000.00), issued by a surety admitted to issue bonds in the State of California and otherwise acceptable to CCCOE.
15. INSURANCE: Before the commencement of service, the Bidder shall, at its expense, procure and maintain for the duration of the Contract insurance in full compliance with the Contract requirements in at least the minimum levels of coverage required thereunder.
16. WORKERS' COMPENSATION: In accordance with the provisions of Section 3700 of the Labor Code, the Contractor shall secure the payment of worker's compensation to its employees. The form of such certificate is included as part of the Contract.
17. FAILURE TO PROVIDE EVIDENCE OF INSURANCE, POST SECURITY, OR EXECUTE CONTRACT: In the event the Bidder to whom the Notice of Intent to Award a Contract is given, fails or refuses to provide the certificates of insurance, required bonds, or return properly executed copies of the contract within ten (10) calendar days from the date of receiving said notice, the CCCOE may declare the Bidder's Bid deposit or bond forfeited as damages caused by the failure of the Bidder to enter into the contract, and may award the Bid to the next lowest responsive and responsible Bidder, or may call for new Bids.
18. COVENANT AGAINST CONTINGENT FEES: The Bidder warrants that no person or selling agency has been employed or retained to solicit or secure the contract to be awarded as a result of this Bid solicitation upon agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide established commercial or selling agencies maintained by the Bidder for the purpose of securing business. For breach or violation of this warranty, the CCCOE shall have the right to terminate the contract that may be entered into with the Bidder and, in its sole discretion, to deduct from the contract price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage, or commission fee.
19. LOCATION OF BUS OPERATIONS SITE: The Contractor shall secure and state the location of their bus operations site. Such site shall be within the boundaries of the CCCOE member school district geography, or reasonably proximate to assure maximum responsiveness.
20. EXAMINATION OF CONTRACT DOCUMENTS: Bidders shall thoroughly examine and be familiar with the Bid Documents and specifications. The failure or omission of any Bidder to receive or examine any Bid Document, form, instrument, addendum, or other documents, shall in no way relieve any Bidder from any obligation with respect to its Bid or to the contract. The submission of the Bid shall be taken as prima facie evidence of compliance with this section. All addenda issued during the time of bidding shall be incorporated into the Bid automatically.
21. FINANCIAL STATEMENT: The CCCOE requires an audited financial statement of Contractor's firm and any parent company from a Certified Public Accountant (CPA) for the last two (2) years of operation. Financial statements should only be included in the binder marked "Original", placed in a sealed envelope and marked "Confidential".

22. **AWARD OF BID/CONTRACT:** Pursuant to Education Code section 39802, the CCCOE will consider price, as well as the Bidder's demonstrated ability to deliver proper and satisfactory service in awarding the Bidder(s). While price is a factor, the CCCOE is under no obligation to accept the lowest Bid rendered. At its sole discretion, the CCCOE will award the Bid to the lowest responsive and responsible Bidder(s) who best satisfied the terms, Bid specifications, and conditions contained in this Request for Bids and the student transportation requirements of the CCCOE. The CCCOE reserves the right to award the Bid to multiple Bidders and/or award different portions of the Bid to different Bidders.

The CCCOE reserves the right to reject any or all Bids, or to waive any irregularities or informalities in any Bids or the bidding process, to accept or reject any items or combination of items. Bids shall remain open, valid and subject to acceptance for sixty (60) days after the Bid opening date unless otherwise stipulated.

**THE CCCOE RESERVES THE RIGHT TO VERIFY ALL CALCULATIONS SUBMITTED. IF THERE IS ANY DISCREPANCY BETWEEN THE COST LISTED AND CCCOE'S CALCULATIONS, CCCOE'S CALCULATIONS SHALL TAKE PRECEDENCE.**

23. **WITHDRAWAL OF BID:** Any Bidder may withdraw its Bid personally or by written request to list the individual who is tasked with receiving the bids at any time prior to the scheduled closing time for receipt of Bids. Any Bid security for a withdrawn Bid shall be returned at the time of withdrawal. The Bidder may thereafter submit a new Bid before the Bid submission date. Bids may not be withdrawn after the Bid submission date.
24. **BID PROTESTS:** Any bid protest by any Bidder regarding any other bid must be submitted in writing to the CCCOE, before 5:00 p.m. of the THIRD (3rd) business day following bid opening.
- a. Only a Bidder who has actually submitted a bid, and who could be awarded the Contract if the bid protest is upheld, is eligible to submit a bid protest. Subcontractors are not eligible to submit bid protests. A Bidder may not rely on the bid protest submitted by another Bidder.
  - b. A bid protest must contain a complete statement of any and all bases for the protest and all supporting documentation. Materials submitted after the bid protest deadline will not be considered.
  - c. The protest must refer to the specific portions of all documents that form the basis for the protest.
  - d. The protest must include the name, address and telephone number of the person representing the protesting party.
  - e. The party filing the protest must concurrently transmit a copy of the protest and any attached documentation to all other parties with a direct financial interest that may be adversely affected by the outcome of the protest. Such parties shall include all other Bidders or proposers who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.
  - f. The procedure and time limits set forth in this paragraph are mandatory and are each Bidder's sole and exclusive remedy in the event of bid protest. Failure to comply with these procedures shall constitute a waiver of any right to further pursue the bid protest, including filing a Government Code Claim or legal proceedings.

25. ANTI-DISCRIMINATION: It is the policy of the CCCOE that in connection with all work performed under contract, there be no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, religious creed, sex, age, marital status, , physical disability, mental disability, reproductive health decisionmaking, medical condition, genetic information, gender, gender identity, gender expression, sexual orientation, or veteran or military status. The Bidder who is awarded a contract as a result of this Bid solicitation agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act, beginning with Government Code section 12900, and Labor Code section 1735. In addition, the Contractor agrees to require like compliance by any subcontractors employed on the work by Contractor.
26. NON-COLLUSION DECLARATION: Bidders on all service contracts are required to submit a Non-collusion Declaration with their Bid. This form is included as part of the Bid Documents and must be signed under the penalty of perjury and dated.
27. [Reserved].
28. ANTI-KICKBACK ACT: In the performance of the contract, the Bidder and all subcontractors shall adhere to and comply with all provisions of the Copeland “Anti-Kickback” Act (18 U.S.C. 874) and as supplemented in the Department of Labor regulations (29 CFR Part 3).
29. WORK HOURS AND SAFETY STANDARDS ACT: In the performance of any work order/job under the contract, Bidder shall adhere to and comply with all the provisions of Section 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) and as supplemented in the Department of Labor regulations (29 CFR Part 5).
30. BIDDERS INTERESTED IN MORE THAN ONE BID: No person, firm, or corporation shall be allowed to submit more than one response to this Request for Bids.
31. EVIDENCE OF RESPONSIBILITY: The Bidder shall provide required references. (See Bid Responses and Format, section E.)
32. BID DOCUMENTS: The following documents complete the Bid package:
- Notice Calling For Bids
  - Instructions for Bidders
  - Bid Responses and Format
  - Evaluation Criteria
  - Scope of Work and Specifications
  - Bid Cover Sheet\*
  - Bid Response and all Tabs/Attachments\*
  - Bid Form\*
  - Bid Questionnaire\*
  - Non-Collusion Bid Declaration\*
  - Iran Contracting Act Certification\*
  - Russia Sanctions Compliance Certification\*
  - Bid Bond/Security\*
  - Form of Required Contract Agreement and Exhibits
  - All Addenda as Issued

\* Must be returned with Bid package

Any of these shall be interpreted to include all the provisions of the other documents as though fully set out therein. The Bidder should fully acquaint him/herself with the terms and conditions affecting the performance of the contract. Submission of a Bid shall be taken as prima facie evidence of compliance with this provision.

**CONTRA COSTA COUNTY OFFICE OF EDUCATION  
BID # 01-26**

**BID RESPONSES AND FORMAT**

Bid Responses submitted by Contractor must contain the following sections:

- A. Bid Cover Sheet AND Response Page (Appendix 1)
- B. Table of Contents
- C. Corporate/Company/Agency Profile
- D. Credentials/Resumes/Certifications/Licenses
- E. References
- F. Evidence of Insurability/ Business Licenses
- G. Clarification, Exceptions or Deviations
- H. Financial Statements
- I. Bid Forms (Appendices 2-A through 2-E)
- J. Bid Questionnaire – Description of Services (Appendix 3). Please Note: All policies, procedures, forms and/or sample documents that the Bidder is providing to substantiate responses must be included in this section.
- K. Required Certifications (Appendix 4-A through 4-C)
- L. Bid Security (Appendix 5)
- M. Appendix

**Section Details:**

- A. **Bid Cover Sheet AND Response Page**  
The Bid Cover Sheet shall be affixed on the outside of the envelope when submitting the Bid. The Bid Response Page shall be included in the bid and must be signed by an authorized representative. Signature by an authorized representative of the organization on the Bid Response cover page shall constitute a warranty, the falsity of which shall entitle the CCCOE to pursue any remedy authorized by law, which shall include the right, at the option of the CCCOE, of declaring any contract made as a result thereof, to be void.
- B. **Table of Contents**  
This section shall include a comprehensive table of contents that identifies material by sections A-M (in the order listed above) and by sequential page numbers.
- C. **Corporate/Company/Agency Profile**

This section of the Bid Response is designed to establish the Bidder as an entity with the ability and experience to operate the program as specified herein. The Company Profile should be concise and clear, and include descriptive information regarding service delivery. The following information must be provided as follows:

1. Business name and legal business status (i.e. partnership, corporation, etc.)
2. Proof of non-profit status, if applicable
3. Company overview of services or activities performed, including:
  - a. A brief history of the Bidder.
  - b. The number of years in business under the present business name, as well as prior business names.
  - c. Number of years' experience providing the proposed, equivalent or related services.
  - d. Company hierarchy (President, Vice President, Company Officers, etc.) and organizational chart.
  - e. Company size - number of staff, proposed number of staff to provide services, and participant base.
4. Whether the Bidder holds controlling interests in any other organization, or is owned or controlled by any other person or organization, if none that must be stated. Governmental agencies are exempt from this requirement.
5. Financial interests in any other business. Individuals who are personally performing the contracted services and governmental agencies are exempt from this requirement.
6. Names of persons with whom the prospective contractor has been associated in business as partners or Contractors in the last five years. Governmental agencies are exempt from this requirement.

**D. Credentials/Resumes/Certifications/Licenses**

In this section, provide resumes and credentials of staff providing the service. Identify the project manager and include his/her position, responsibilities, qualification/experience, and a copy of his/her certification or licenses held (if applicable).

Bidder shall specifically provide:

1. Description of education
2. General experience
3. Experience or education related to the Bid project
4. Letters of reference (if available)
5. Copies of applicable current professional licenses, permits, and certificates

6. Any other information, which will assist in evaluating qualifications

**E. References**

1. All Bidder(s) must include present and past performance information in the form of a minimum of three (3) references, one of which MUST be a California public school district or a joint powers agency comprised of California public school districts. Each reference provided shall include, at a minimum, dates of work performed, current contact person, company, address, e-mail address and telephone number.
2. Describe a minimum of three (3) recent, similar projects, one of which MUST be a California public school district. These projects must show the qualifications of the Bidder's capabilities to complete the CCCOE's project. Provide a summary of the scope of services, including project cost, performed for these other projects.
3. Provide a list detailing contracts completed during the last five (5) years, showing year, type of services, dollar amounts of services provided, location, contracting agency, contact name, and phone number.
4. Provide details of any failure or refusal to complete a contract. If none, that must be stated.

Please verify that all reference information is correct. References must clearly correlate their performance with the requirements of this Request for Bids.

**F. Evidence of Insurability/Business Licenses**

All Bidder(s) shall submit evidence of all required insurance. A properly prepared cover page will suffice and if awarded the contract the Bidder has ten (10) calendar days to produce the required insurances including a certified endorsement naming the CCCOE as additionally insured. The Bidder shall certify to the possession of any and all current required licenses or certifications. Do not purchase additional insurance until this bid has been awarded. Provide a copy of current business license or other applicable licenses.

**G. Clarification, Exceptions or Deviations**

All Bidder(s) shall describe any exception or deviation from the requirements of this Request for Bids. Each clarification, exception or deviation must be clearly identified. If the Bidder has no clarification, exception or deviation, a statement to that effect shall be included in this section. An entry stating the clarification, exceptions or deviations, OR a statement that there is no clarification, exception or deviation must be submitted. IF THERE IS NO ENTRY OF EITHER, THE BID RESPONSE MAY BE CONSIDERED NON-RESPONSIVE.

**H. Financial Statements**

The Bidder must submit an audited financial statement of Proposer's firm and any parent company from a Certified Public Accountant for the last two (2) years of operation. Please place in a separate envelope and mark "Confidential" if the Bidder requires this to be kept confidential.

**I. Bid Forms**

In this section, please complete and include the required Bid Forms (Appendices 2-A through 2-E). Bidders may also include any other documents as information to further explain the proposed costs. Bid Responses must fully describe all costs to be charged to CCCOE as part of this Project. As stated in the Bid Response Forms, Bidders must provide fully inclusive blended rates inclusive of all of the Bidder's Project-related or supported expenses, including travel, any

markup, profit and overhead expenses.

**Annual rate increases shall only be permitted pursuant to section 4.1 of the Contract, based on the annual percentage change in the U.S. Consumer Price Index for the San Francisco Area or five percent (5%), whichever is less. Contractor shall not be entitled to and waives and releases any other rate increases.**

**J. Bid Questionnaire – Description of Services**

All Bid Responses must include a detailed description of each proposed service to be provided on the Bid Questionnaire (Appendix 3), for use in providing clear description of services. Please Note: All policies, procedures, forms and/or sample documents that the Bidder is providing to substantiate responses must be included in this section.

Bidders that do not respond to ALL questions in Appendix 3 may be found to be “non-responsive” and disqualified from the Bid process.

**K. Required Certifications**

Bidder shall complete and include all required Certifications (Appendices 4-A through 4-C).

**L. Bid Security**

Bidder shall include the required bid security in the form of a cashier’s check or Bid Bond (Appendix 5).

**M. Appendix**

In this section, include information considered by Bidder to be pertinent to this Request for Bids, and which has not been specifically solicited in any of the aforementioned sections. Please note that this does not constitute an invitation to submit large amounts of extraneous materials, appendices should be relevant and brief.

**CONTRA COSTA COUNTY OFFICE OF EDUCATION  
BID #01-26**

**EVALUATION CRITERIA**

Pursuant to Education Code section 39802, the CCCOE will consider price, as well as the Bidder's demonstrated ability to deliver proper and satisfactory service in awarding the Bidder(s). While price is a factor, the CCCOE is under no obligation to accept the lowest Bid rendered. At its sole discretion, the CCCOE will award the Bid to the lowest responsive and responsible Bidder(s) who best satisfied the terms, Bid specifications, and conditions contained in this Request for Bids and the student transportation requirements of the CCCOE. The CCCOE reserves the right to award the Bid to multiple Bidders and/or award different portions of the Bid to different Bidders. Bid Responses will be evaluated based on the criteria listed below, including but not limited to:

1. Responses to all points in the Bid Questionnaire (Appendix 3)
2. Bidder's experience and ability
3. Overall cost to the CCCOE
4. References with demonstrated success with similar work to the Scope of Service
5. Credential/Resumes/Licenses/Certifications
6. Financials

All Bid Responses will be given thorough review. All contacts during the review selection phase will be only through Gloria Toledo at [gtoledo@cccoe.k12.ca.us](mailto:gtoledo@cccoe.k12.ca.us). Attempts by the Contractor to contact any other CCCOE representative may result in disqualification of the Contractor. All evaluation material will be considered confidential and not released by the CCCOE.

If a Bid Response is accepted, the CCCOE will enter into a contractual agreement with the selected Contractor. A Form of Required Contract to be used for these Services is attached as Appendix 6.

All Bidder(s) shall describe any exception or deviation from the requirements of the Request for Bids. Each clarification, exception or deviation must be clearly identified. If the Bidder has no clarification, exception or deviation, a statement to that effect shall be included in Tab "G" of Bidder's Bid Response.

## SCOPE OF WORK AND SPECIFICATIONS

### 1. DEFINITIONS

- 1.0. **Board, Board of Education or CCCOE's Governing Board** refers to the Board of Education of the CCCOE.
- 1.1. **Buses or Vehicles**, as used in the Bidder's Specifications, refers to Special Education School Buses (20 or more passenger), Special Education Wheelchair Buses (minimum 10 seats & 4 wheelchair positions), conventional buses, transit buses (72 or more passengers), and alternative transportation vehicles (not to exceed 9 passengers), except where a specific reference to a particular type of vehicle is made.
- 1.2. **Bid or Bidder's Specifications** refers to the following Specifications, including all exhibits, drawings, attachments and other materials therein and any addenda thereto, which are incorporated by reference into the Bid Form.
- 1.3. **CCCOE** refers to the CONTRA COSTA COUNTY OFFICE OF EDUCATION. The term CCCOE shall mean the CCCOE or the CCCOE's authorized representative.
- 1.4. **Contractor** refers to the individual, firm, partnership, corporation or combination thereof, which is the successful Bidder for this Project and which, as an independent contractor, enters into a contract with the CCCOE. The Contractor shall be referred to throughout this document by singular number and masculine gender.
- 1.5. **Contract or Agreement** refers to the agreement for scope of services, terms and conditions, pricing and other specifics that is executed between the successful Contractor and the CCCOE.
- 1.6. **Day, unless** otherwise indicated, refers to a calendar day.
- 1.7. **Fuel** refers to all fuels, including diesel, gasoline, propane or electricity, used in Buses or Vehicles that provide approved transportation service to CCCOE's school district students.
- 1.8. **Project or Services** refers to the total and satisfactory performance of the CCCOE's Student Transportation Services and all related services performed in accordance with the Contract.
- 1.9. **School Day** refers to a day on which school instruction is planned according to the CCCOE's school districts' master calendars, or the master calendar of any non-public school.
- 1.10. **Director** refers to the Superintendent of the CCCOE or their designee.

### 2. BACKGROUND

The Contra Costa County Office of Education operates a contracted special education pupil transportation service for the benefit of some of the school districts in Contra Costa County. Not all of the districts participate. Four school districts participate in a significant way: Acalanes Union High School District, Lafayette School District, Martinez Unified School District and Walnut Creek School District. Three other school districts participate in a more minor fashion: Brentwood Union School District, Liberty Union High School District and Oakley Union School District.

Recent service has involved transporting approximately 141 students on 26 routes. The Contractor will be responsible for proposing routes, which shall be subject to the CCCOE's review and approval.

**This information is provided for Bidders' reference. The CCCOE makes no guarantee of volume of routes or service under this Request for Bids or in any resulting Contract.**

### **3. STATEMENT OF PURPOSE**

In accordance with the terms of Section 39802 of the Education Code, the CCCOE is soliciting offers from qualified Bidders for all preparation work, materials, equipment, and labor required for provision of Student Transportation Services. The Bidder shall be prepared to provide the services specified in this Bid Document and as may be authorized by the CCCOE's authorized representatives.

The essence of any student transportation service is that the students be transported to and from school regularly, promptly, safely and without interruption or incident. When this responsibility is contractually assigned to a Contractor, the primary obligation of the Contractor is to conduct its affairs, specifically the day-to-day management of the transportation contract, so that the CCCOE will be assured of continuous, safe and reliable service. Upon the award of a Bid to provide transportation service to and from CCCOE member district schools, other schools, and non-public schools, including extracurricular activities and field trips, the Contractor accepts full responsibility for meeting these criteria according to the highest industry standards. Under the proposed Contract, the Contractor shall be fully responsible for all aspects of providing the Student Transportation Services subject to the terms and conditions stated herein.

### **4. SCOPE**

#### **4.0. Scope of Services**

- 4.0.1.** The Request for Bids encompasses the transportation of students, personnel and others as authorized by the CCCOE by means of Vehicles, at such times and to such places as directed by the CCCOE.
- 4.0.2.** Services provided by the Contractor shall include the provision of all transportation equipment, support and office equipment, bus radios, driving and office personnel (including bus drivers, monitors, dispatchers, mechanics, etc.), Vehicle replacement parts, lubricants, fuel storage, insurances, staff vehicles and other such materials as required by law and per the Specifications. All services shall be performed to the satisfaction of the CCCOE.

#### **4.1. Scope of Terms**

These Request for Bids Specifications together with the Form of Required Contract contain all of the terms, covenants, conditions, and agreements between the CCCOE and perspective Bidders. No prior agreement or understanding, oral or written, pertaining to the same shall be valid. The terms, covenants, conditions, and provisions of this Bid may not be altered, changed, modified, extended or expanded without a written addendum issued by the CCCOE. A Bid Response shall indicate that the Bidder has read, understood, accepted and will comply with all of the terms and conditions of the Request for Bids Specifications.

### **5. GENERAL PROVISIONS**

#### **5.0. Compliance with Law**

In furnishing services, the Bidder agrees to comply with and observe all the applicable provisions of the California Education Code, the California Vehicle Code, the California Administrative Code, the Federal Omnibus Transportation Employee Testing Act, the Department of Transportation Federal Highway Administration Regulations (49 CFR Parts 40 & 382), the Federal Motor Carrier - Safety Regulations-Motor coach / Bus version, and all other applicable laws, rules and regulations as prescribed by the federal government, the State of California, the California Department of Education, the State Air Resources Board, local Air District, California Highway Patrol (“CHP”), any other federal, state or local agency with jurisdiction over the services relating to the transportation of students.

## **5.1. Term of Contract**

**5.1.1.** The effective period of any Agreement resulting from this Request for Bids is anticipated to be July 1, 2026 through June 30, 2031 with a five (5) year renewal option to June 30, 2036.

**5.1.2.** Start Date - In an effort to streamline the transition to a new provider, Contractor shall be prepared and ready to provide transportation of students by July 1, 2026.

## **5.2. School Year and Summer School**

The CCCOE operates transportation services for several school programs, including but not limited to, traditional, year-round, and summer schools, extended school year, special education programs and other miscellaneous programs. Each school district operates a 180-day school year, or potentially a lesser amount, if approved by law or regulation. The Extended School Year (ESY) program dates vary for each program. Calendars for each school district can be accessed on their websites.

## **5.3. Permits and Licenses**

The Contractor shall secure and maintain in force and effect all valid permits, licenses and other regulatory approvals that are required by law or regulation to provide services to the CCCOE. All costs for permits and licenses are the sole responsibility of the Contractor.

## **5.4. Insurance**

Before the commencement of service, the Contractor shall, at its expense, procure and maintain for the duration of the Contract insurance in full compliance with the Contract requirements in at least the minimum levels of coverage required thereunder. The Contractor shall also require all of its subcontractors to procure and maintain the same insurance for the duration of the Contract.

## **5.5. Performance Bond**

Contractor shall provide a performance bond, in a form acceptable to CCCOE, in an amount equivalent to one hundred percent (100%) of the estimated annual Contract value, which is Three Million Five Hundred Thousand and 00/100 Dollars (\$3,500,000.00), issued by a surety admitted to issue bonds in the State of California and otherwise acceptable to CCCOE.

## **5.6. Contract Waivers and Deviations**

Any requests for waivers or deviations from the provisions of the Form of Required Contract between the Contractor and the CCCOE shall be submitted in writing by the Contractor. Approval shall be at the sole discretion of the CCCOE and must be in writing to be effective.

## **6. EQUIPMENT SPECIFICATIONS AND REQUIREMENTS**

### **6.0. Approval**

All School Buses or Vehicles supplied by the Contractor shall be subject to the continuous approval of the CCCOE. Vehicles that are unacceptable by reason of defect shall be either fully repaired to the CCCOE's satisfaction or replaced by the Contractor at no additional cost to the CCCOE.

### **6.1. Vehicle Availability**

All Vehicles supplied by the Contractor shall be available for the exclusive purpose of providing transportation for the CCCOE's member school district students or other persons approved by the CCCOE on each school day and as required during summer school periods. The Contractor shall only transport passengers who are registered with the CCCOE and approved by the CCCOE to receive Services.

### **6.2. Spare Buses**

The Contractor shall maintain an adequate number of spare buses that meet current Contract standards to provide continuous service to all CCCOE programs, in the event of mechanical breakdown. Spare buses shall at a minimum equal ten percent (10%) buses of the active fleet and shall comply with the age restrictions found in Section 6.5.

### **6.3. Compliance with State and Federal Standards**

**6.3.1.** All school buses provided by the Contractor shall meet or exceed all current, applicable federal, state and local laws, rules and regulations relating to safety, maintenance and emission standards, including but not limited to, the Federal Motor Vehicle Safety Standards, the California Administrative Code (Title 13), the California Education Code, and the regulations of the Department of the California Highway Patrol, local Air District and California Air Resources Board. Current emission standards, unless otherwise mandated by law, shall be followed for the term of the Contract. All school buses used in the Contract shall have State-approved electronic child check devices properly installed. Contractor shall document that all child checks were appropriately performed. Furthermore, if during the period of this Contract, any installation or modification of equipment is required due to a change in the law or applicable rules or regulations, such modification or installation shall be made immediately by the Contractor upon notification from the CCCOE or governing entity, at no additional cost to the CCCOE. If the modification is requested by the CCCOE but not otherwise required by law, a pro rata share of the cost of such modification or installation based upon the number of months remaining on the Contract and the useful life of the bus shall be borne by the CCCOE. The formula for the pro rata share will be the amount of months left in the Term the Contract divided by the standard bus lifetime in months. For the purposes of this calculation, the following standard bus lifetimes apply:

- a. Other Transits - 180 months or 15 years

- b. Special Education Buses - 120 months or 10 years

### **6.3.2. School Bus Inspection**

Regardless of compliance with the above Specifications, no school bus shall be placed in service until the Vehicle has been inspected, approved and certified at least every twelve (12) months or 50,000 miles, whichever comes first, at a facility licensed by the Bureau of Automotive Repair to ensure that the vehicle passes a 19-point vehicle inspection, as adopted by the Public Utilities Commission and set forth in D.13-09-045, and pursuant to any other applicable federal, state and local laws, rules or regulations. The CCCOE may inspect bus vehicles at any time. Inspection may be conducted at any center during a regular run. Dates and times of such inspections will not be posted in advance. The Contractor shall, prior to the start of each school year, furnish the CCCOE with the current California Highway Patrol Motor Carrier Section terminal rating and will further advise the CCCOE immediately of any changes in rating which may occur during the school year.

## **6.4. Size Requirements**

### **6.4.1. Special Needs Buses**

Special education/special needs school buses shall be Type A, B or C and have a minimum rated passenger capacity of twenty (20) students. Special education school buses shall be of such design as to be able to access special education students, when necessary, from their driveway, or on narrow roadways not normally accessible to larger conventional and transit-style school buses.

### **6.4.2. Wheelchair Vehicles**

Wheelchair Vehicles shall have a minimum capacity of four (4) wheelchair positions and ten (10) walk-on students (seated two to a seat). The requirements of the wheelchair vehicles to be utilized by the CCCOE are detailed in the Bid Form – Appendices 2-A through 2-E.

### **6.4.3. Transit Buses**

Transit buses shall be Type D and have a minimum capacity of seventy-two (72) students when seated three to a seat, or seventy-two (72) or more students in a seatbelt equipped bus.

### **6.4.4. Alternative Transportation Passenger Vehicles**

Alternative transportation passenger vehicles shall be any combination of passenger vehicles up to and not exceeding 9 passengers plus the driver for a total capacity of 10 people. Contractor must comply with Education Code section 39875 et seq.

Contractor's alternative transportation services, and use of passenger vehicles, shall be subject to the CCCOE's prior review and approval and shall not exceed five percent (5%) of the total services.

## **6.5. Age Requirements**

The Contractor shall ensure that all buses supplied shall not be older than the specified age requirements throughout the life of this Contract. The following age requirements are measured from manufacture date and apply to buses used in the performance of this Contract:

**6.5.1.** Special Needs Buses - Ten (10) years old or newer.

**6.5.2.** Transit Buses - Fifteen (15) years old or newer.

## **6.6. School Bus Roof and Roof Hatches**

All school Vehicles shall have a white roof. School buses (Type D) shall be equipped with two (2) roof hatches. Other school Vehicles (Type A & B) shall be equipped with one (1) roof hatch.

## **6.7. Seatbelts**

The Contractor shall comply with all California requirements regarding the installation and use of seatbelts by students on school buses. In addition, all special education buses and special education wheelchair buses shall be equipped with seat belts or a restraining device and have integrated child safety seats built in. Any additional restraining device (i.e. harness,) will be provided by the Contractor. It shall be the Driver's responsibility to ensure that such seat belts, car seats, or restraints are properly adjusted and fastened as soon as the pupil occupies his or her seat and for the duration of the trip. All students riding in wheelchairs shall be properly restrained to minimize injury in the event of an incident.

## **6.8. Air Conditioning**

All special education school buses and special education wheelchair buses shall be equipped with an operable air conditioning unit that cools the entire bus (dash air conditioning only is not acceptable). Temperatures inside the vehicle shall be adjusted by the driver to meet the comfort requirements of the students.

## **6.9. Wheelchair Lifts**

All hydraulic, electrical, or mechanical wheelchair lifts or ramps used by the Contractor shall be in good working condition and shall be right side mounted. Drivers assigned to operate wheelchair-equipped buses shall be trained in the proper operation of the lifts using both the mechanical and manual controls of the lift.

## **6.10. Two-way Radios**

The Contractor shall provide each bus and spare bus with a two-way radio to maintain continuous contact with the dispatch office staff. Radios shall have an individual discrete frequency, discrete private channel, discrete private carrier, or coded squelch such that only operations in support of the CCCOE may be monitored. It shall be understood that the Contractor gives assigned CCCOE employees permission to use said frequency to monitor and, when necessary, communicate with the Contractor supplied vehicles and that the Contractor shall supply the CCCOE with the radio monitoring equipment. Contractor shall provide the CCCOE with use of at least one (1) two-way radio and CCCOE staff training in the use of this radio for this purpose at no additional cost. CCCOE shall reimburse, at its cost, the Contractor

if CCCOE requires use of additional two-way radios or training sessions. CCCOE shall return the two-way radios at the conclusion of the Contract term.

Citizen Band (CB) radios or VHF radios, or mobile cellular devices shall not be used to meet this requirement. Additionally, UHF radios must have a minimum power output of twenty-five (25) watts with 800Mhz or fifteen (15) watts with 900Mhz. The Contractor shall also provide at its own expense whatever repeaters, signal boosters, or relay devices are needed in order to provide continuous radio coverage within the entire CCCOE member school district attendance area. Under no circumstances shall the Contractor use a shared frequency with a public or outside entity.

#### **6.11. Location of Equipment (Terminal)**

The Contractor shall operate a bus yard for the purpose of this Contract within the boundaries of the CCCOE member school district's geography, or immediately proximate to those district boundaries. Any such facility outside of district boundaries must be approved by the CCCOE. The Contractor shall make every reasonable effort to protect its facility and equipment from theft and vandalism.

#### **6.12. Maintenance of Equipment**

The Contractor shall provide, equip, and staff the maintenance facility located at its bus terminal for the CCCOE to provide regular preventative maintenance and other maintenance as may be required to ensure that all buses continually meet the highest standards of safety, performance and air quality emissions. Each Bidder shall submit a copy of their vehicle maintenance plan with their Bid Documents.

##### **6.12.1. Pre-Trip Inspections**

The Contractor shall make certain that pre-trip inspections, as required by California law, are performed on vehicles assigned to this Contract. Vehicle defect logs and subsequent repairs logs are to be kept on file at the maintenance facility. The Contractor shall make said logs available to CCCOE staff upon request. Such reports shall be maintained for a minimum period of 90 days.

#### **6.13. Appearance**

All school buses shall be cleaned inside and out in a systematic manner. It shall be the Contractor's responsibility to develop and maintain a program to accomplish this task. The CCCOE reserves the right to inspect buses for cleanliness at any time. Buses that are found to be out of compliance shall be removed from service until clean and re-inspected by the Contractor. During times of a pandemic, all buses must be thoroughly sanitized and disinfected at a minimum before each morning and afternoon route.

##### **6.13.1. Broken Windows**

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.

#### **6.14. Route Numbers**

All buses on regularly assigned routes shall have displayed to the left of the entrance door in a visible location, on a placard at least six inches by six inches (6" x 6"), their CCCOE assigned route numbers in at least four inch (4") high white numerals on a black background. The route number placard shall fit in a bracket so that route numbers may be changed or so that spare buses may display assigned route numbers.

#### **6.15. First Aid Kits and Fire Extinguisher**

Each bus shall be equipped with an approved first aid kit and a blood borne pathogen kit. Each bus shall also be equipped with a fire extinguisher. Kits and fire extinguishers are to be inspected and supplies replenished on a systematic basis by the Contractor.

#### **6.16. Equipment Required by Law, Rule or Regulation**

Contractor shall supply and ensure that all of the buses have all such equipment, not otherwise specifically mentioned in these Specifications, which is required by federal, state or local laws, rules or regulations, including equipment required by the regulations adopted by the California State Highway Patrol.

#### **6.17. Storage Space on Buses**

Storage space for athletic equipment, instruments and other materials is needed on transit buses assigned to field trips. To accomplish this task, the CCCOE requires that the transit buses be equipped with underside storage compartments below the floor of the bus. The number of storage compartments shall be the maximum allowed by the manufacturer of the bus.

#### **6.18. Fleet Surveillance System and Technology Platforms**

**6.18.1. Video Cameras** - The CCCOE requires Bidders to bid the work with and without video cameras. The bid forms will specify the area where these separate prices will be listed. If the Contractor shall provide video equipment, the system shall include functionality at a minimum to include: cameras/video viewing, video archiving, video search, video retrieve, vehicle tracking, auto/semi-auto video downloading for each of the buses or mobile fleet assets utilized in the performance of this Contract. System selected shall be scalable. Contractor shall ensure a sufficient number of cameras and appropriate camera positioning to provide video for at least the following interior locations of the bus: front to rear, rear to front, side center to side center, and directly above the operator's compartment through the stepwell of the bus. For Special Education buses, Contractor will use a minimum of four (4) cameras.

The video cameras shall provide constant video surveillance while the bus is in service. The Contractor shall be responsible for providing routine system "health checks" and maintenance, at least weekly, to ensure that video systems are operational. Additionally, Contractor shall require its drivers to confirm the cameras are recording before commencing a route.

The system should be digital with the ability to maintain at least three (3) weeks of storage. The system shall be capable of sending clips of videos to the CCCOE via electronic file transfer as requested. Contractor shall provide the CCCOE with any requested video surveillance via file transfer within one (1) business day of the CCCOE's request. Contractor shall maintain spare hard drives as back up.

- 6.18.2. Global Positioning System (“GPS”)** – All buses assigned as part of the Contract, including spares, shall be equipped with a GPS receiver that includes capability to refresh every 30 seconds or when requested by the user. The system shall be able to display the path of the bus, and record the time of the event(s), direction of travel, speed and mileage. The ability to integrate with routing software is preferred. The map used in the GPS system shall have the ability to support geographical (“geo”) fencing and user landmarks (e.g., schools, bus yards, etc.) The information generated by GPS should be downloadable to CSV or Excel format for easy historical retrieval. Contractor shall be responsible for all hardware during the Contract period. The Contractor shall provide the CCCOE continuous internet access to the system. The CCCOE will pay for the cost of such equipment for their office.
- 6.18.3. Integrated System (Bytecurve or Equal)** – All buses and alternative transportation passenger vehicles assigned as part of the Contract, including spares, shall be equipped with a GPS integrated with the routing system that provides the Contractor and the CCCOE a comprehensive ability to monitor, *in live time*, the transportation services including yard departures and enroute progress. The integrated system shall be capable of generating detailed time-stamped reports to document Contractor’s services and validate Contractor’s invoices and charges. Up to five licenses shall be provided by Contractor to the CCCOE (CCCOE transportation office and each of the CCCOE member school district offices) allowing the CCCOE to monitor and assess all route buses, and passenger vehicles in live time through the integration of the technology platform and integrated GPS system. Licenses for all technology uses for the transportation platform will be maintained by the Contractor(s) and issued to the CCCOE for those vehicles identified for use in performing all student transportation for the Contract.
- 6.18.4. Parent Application** – Contractor shall facilitate the integration of a “parent application” with the required fleet surveillance systems that will provide pupils’ parents and guardians with *live time* access to vehicle locations, routes, and schedules.
- 6.18.5. Definitions and Specifications for fleet surveillance system technology:**
- Easy to use software
  - Cameras shall support audio channel
  - Event or incident button functionality
  - DVR design shall be rugged, reliable and tamper- and vandal-resistant
  - View, archive, search and retrieve video
  - Play, retrieve and archive video easily using remote integrated software
  - Retrieve on-board incidents with integrated GPS synchronization
  - Support multiple views of video channels matched to number of cameras
  - Ease of video transfer to other applications

- User defined playback speeds
- Manage video and other vehicle data with an integrated software interface:
- Use web-based access with Wi-Fi services
- Facilitate Contractor and CCCOE access to video and data to report and manage incidents, increase operational efficiency, analyze fleet performance, and support parent and staff inquiries with accurate information
- Utilize zone management through designated mapping boundaries for possible integration with CCCOE notification systems
- Reporting features regarding bus condition and activity
- Provide for remote configuration of on-board DVRs
- For the GPS system, the system shall track vehicles in real time, identify vehicle incident location with integrated GPS synchronization, manage driver and vehicle substitutions, provide alerts for late vehicles, and allow time adjustments
- View historical and real-time fleet position updates and incident alerts
- Review the activity of each bus in detail including routes, stops, and red light/stop-arm signal deployment
- Wi-Fi Functionality
- Bus depot shall be configured with single or multiple access point wireless network supporting automatic roaming
- FCC compliant
- Continuous live monitoring
- Cloud storage, if necessary

**6.18.6.** The Contractor shall propose an adequate maintenance program for the fleet surveillance system that includes regular preventative maintenance and other maintenance (including replacement) as may be required to ensure that the surveillance system is available on all buses on a continuous basis with minimal downtime.

**6.18.7.** Each Bidder shall submit a proposed fleet surveillance system as indicated in the Bid Questionnaire (Appendix 3) with their Bid Documents in sufficient detail to support the CCCOE's determination that the proposed system will adequately meet the CCCOE's expectations for functionality, and reliability, if the video system is selected as an option.

## **6.19. Student Seating**

Students who are under four (4) years old and under forty (40) pounds in weight shall ride in a child-restraint system on all bus rides. Drivers are expected to secure the student in the car seat via an approved harness or strap to secure the child-restraint system.

## **7. PERSONNEL REQUIREMENTS**

The Contractor shall provide a complete management and supervisory team to effectively oversee and manage all aspects of the pupil transportation program. This group should include, but not limited to, a Branch Manager, Assistant Manager, Safety and Training Supervisor, Maintenance Supervisor, dispatchers, or other such titles and job specifications corresponding to these positions. Dispatchers and at least one (1) manager shall be on duty during all times of operation for all district routes excluding Field Trips hours. Contractor shall provide contact information for any after-hours incidents. Resumes, duties, shift times and areas of control are to be included in this profile. The CCCOE reserves the right to interview and approve all management staff assigned to this service. The Bidder shall detail the number of management positions anticipated for this Contract indicating each position's duties, shift, hours per week, educational requirements, license requirements and special courses of instruction needed for the position.

### **7.0. Drivers and Monitors/Attendants**

- 7.0.1.** It shall be the responsibility of the Contractor to design and implement an employee hiring program. The goal of this program shall be to attract qualified candidates, train each candidate to meet state licensing requirements and to maintain a sufficient number of employees so as to avoid personnel shortages that adversely impact the delivery of transportation services.
- 7.0.2.** Each bus driver shall be at least twenty-one (21) years of age and possess a valid California Special Certificate valid for operating a School Bus and a Commercial Driver's License with endorsements that meet the duties to which they are assigned.
- 7.0.3.** Contractor shall be responsible for hiring non-medical bus monitors or aides. Prior to placement of any aides to the bus routes, the Contractor and the CCCOE shall mutually agree in writing on the placement and removal of the aides, including but not limited to any IEP placements, CCCOE staff requests, behavior controls and safety reasons.
- 7.0.4.** Medical personnel (e.g., nurses) that are assigned to certain students as a requirement of their IEP will be employed by the CCCOE or their member school districts, and the cost (wages & benefits) of these nurses shall be the sole responsibility of the CCCOE or their member school districts. Generally nurses will be with students throughout the day and will not report to the Contractor's facility to ride buses, but rather board and exit the bus with the student at their home.
- 7.0.5.** The Pre-trip Inspection and cleaning times for each route shall not be charged to the CCCOE. The CCCOE will establish actual route length times, not including pre-trip and post-trip duties. Route times will begin and end at the bus yard. Subsequent requests to make changes to routes shall be submitted to the CCCOE's Transportation Department for consideration. The CCCOE will not be billed for any of the previously mentioned training requirements.
- 7.0.6.** The Contractor shall be solely responsible for determining the wage requirements applicable to all employees hired by Contractor pursuant to this Bid. Contractor's Bid

shall include all costs necessary to comply with any applicable wage requirements and Contractor shall indemnify and hold the CCCOE harmless from any claim, demand, damages, or suit relating to Contractor's wage obligations.

- 7.0.7. The Contractor shall comply, at its own expense, with all Federal, State and/or local fingerprinting and employee background check laws in accordance with Education Code section 45125.1, drug/alcohol testing including random drug/alcohol testing and to provide proof of compliance and/or clearance to the CCCOE. Contractor shall provide a written statement, in the form and with the content similar to Appendix 6, that Contractor has completed a criminal background check and that none of its employees that may come in contact with CCCOE's students have been convicted of serious or violent felonies, as specified in Penal Code Sections 1192.7(c) and 667.5(c), respectively.
- 7.0.8. The Contractor shall assume responsibility for training and certifying drivers for mountain driving. The CCCOE's Transportation staff and the Contractor shall agree on an appropriate number of field trip drivers for certification under the mountain driving training program.
- 7.0.9. Contractor shall attest in writing by completing a certification that Contractor will remain in compliance with the applicable driver qualification standards imposed by Education Code section 39879, enacted by Senate Bill 88 (2023).
- 7.0.10. Wherever possible, drivers should be consistently staffed on the same routes to provide students continuity and familiarity with their driver. If driver changes are needed, the Contractor will notify the CCCOE in writing and consult with the CCCOE to minimize disruption to students prior to implementing the change.

## **7.1. Employee Performance and Replacement**

All personnel assigned to perform under the Contract shall be subject to continuous approval by the CCCOE. If the CCCOE disapproves of any Contractor personnel, for any reason and in CCCOE's sole discretion, then Contractor shall replace such personnel immediately. Contractor's failure to timely replace any of its personnel shall be a material default under the Contract entitling CCCOE to liquidated damages for each day of default. Notwithstanding the generality of the foregoing, in the event of any material egregious issue concerning any of Contractor's personnel, CCCOE shall have the right, but not the obligation, to demand that Contractor promptly resolve the situation to CCCOE'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 CCCOE or CCCOE member policy; (b) an act or omission, or alleged act or omission, by Contractor personnel that endangers or is likely to endanger the safety, health, or well-being of any CCCOE member student; (c) any repeated default by Contractor personnel, such as repeated late arrivals.

## **7.2. Standby/Cover Drivers**

- 7.2.1. The Contractor shall provide sufficient standby/cover drivers to meet day-to-day vacancies (as a minimum equal to 10% of drivers in regular service) due to illness, vacation, personal days and unplanned absences. All standby/cover drivers shall be

thoroughly familiar with the routes of the CCCOE and competent to meet the assigned schedule on any assigned route.

### **7.3. Training**

**7.3.1.** The Contractor shall be responsible for all aspects of pre-service and in-service training of school bus drivers used in the scope of the Contract. The Contractor shall ensure that newly licensed drivers receive, at a minimum, the bus driver training hours prescribed by the stipulations, current acts and amendments as set forth in 13 CCR § 1204 and approved by the State Department of Education in compliance with California Vehicle Code sections 12517 and 12519, or as otherwise set forth in law. Bidders are to submit an outline of their pre-service and in-service training program with their Bid response. Specific elements of the required training to be provided by the Contractor are described below.

- a. The Contractor agrees to train each driver and dispatcher on the importance and proper use of two-way radios.
- b. After being hired and prior to placement on CCCOE routes, drivers, dispatchers and managers shall receive a one-hour block of classroom instruction and orientation from the Contractor on the organization, policies and procedures of the CCCOE.
- c. After being hired and prior to placement on CCCOE routes, drivers, dispatchers and managers shall receive a one-hour block of classroom instruction from the Contractor on student discipline procedures, methods, and techniques. At the request of the Contractor, the CCCOE shall provide a course outline for this training.
- d. After being hired and prior to placement on CCCOE routes, drivers, dispatchers and managers of special education children shall receive a two-hour block of classroom instruction from the Contractor on the needs of special education children, types of disabilities likely to be encountered, emergency procedures for special education children, and any other special requirements of transporting special education children.
- e. The Contractor shall require drivers, dispatchers and managers assigned to CCCOE Services to undergo annual in-service training. This yearly training shall include at least one (1) hour of classroom instruction presented by Contractor on the needs and care of special education children.
- f. From time-to-time, the CCCOE may specify that individual drivers, for certain reasons, may require additional training prior to resuming CCCOE Service. The Contractor shall assume responsibility for fulfilling this additional training requirement.

**7.3.2.** Bidders are to submit an outline of their in-service training program with their Bid response. The cost of all said trainings shall be borne by the Contractor.

### **7.4. Uniforms and Identification Badges**

The Contractor shall furnish uniforms for drivers. All drivers shall be provided proper uniforms within fifteen (15) working days of the date assigned to drive for the CCCOE. Contractor shall provide each employee with a picture identification badge that shall be worn on the outside of their uniform. The badge shall show the company name of the Contractor as well as the name of the driver. Bus aides or monitors shall also be outfitted with uniforms. The minimum Contractor provided uniform shall consist of a shirt with the Contractor's logo and the name tag that will be visible at all times. The Contractor may provide a jacket with their logo. In such cases, the name tag will be on the outer most piece of clothing. "Hoodie" sweatshirts are not acceptable. Appropriate slacks and safe shoes are required. Shorts below the knees are acceptable during warm months.

#### **7.5. Controlled Substances Use and Testing**

In accordance with the Federal Omnibus Transportation Employee Testing Act, the Department of Transportation, Federal Highway Administration Regulations (49 C.F.R., Parts 40 and 382 et al.), and California Vehicle Code Section 304520, the Contractor shall establish and maintain a formal controlled substances and alcohol use testing program. Bidders are to submit an outline of their substance testing program with their Bid response.

#### **7.6. Drug-Free Workplace Certification**

Pursuant to Government Code Section 8350 et seq., the Contractor shall certify to the CCCOE, in writing and under penalty of perjury that the Contractor shall comply with the requirements of the Drug-Free Workplace Act. The Contractor shall use the form Contractor's Certificate Regarding Drug-Free Workplace attached as Appendix 6 to make its certification to the CCCOE.

#### **7.7. Use of Cell Phones**

Drivers and aides are not to use cell phones on school vehicles while the vehicle is in motion or at such times when the use of such devices would interfere with work duties or the needs of the students.

#### **7.8. Use of Tobacco Products**

The use of tobacco and/or tobacco-like products of any kind is forbidden on school buses or on property owned or leased by the CCCOE or their member school districts, whether passengers are on the bus or not. The restriction applies to students, aides, drivers, Contractor management staff and maintenance staff.

#### **7.9. Tuberculosis (TB) Testing**

Contractor employees (staff, drivers, mechanics, etc.), who are expected to come into contact with CCCOE member school district students shall be free of active tuberculosis. This requirement shall be consistent with the requirements for school employees as defined in California Education Code section 49406. The Contractor shall provide the CCCOE with written documentation demonstrating compliance with this requirement every four (4) years, and whenever any new employee is hired.

### **8. REPORTS AND DISTRICT FORMS**

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

#### **8.0. Student Incident Reports and Accident Reports**

These reports shall describe all incidents, accidents or injuries occurring on CCCOE routes or trips, including route segments to and from the terminal, whether or not students are on the bus. The report shall be typed, not handwritten. Contractor shall provide its report to the CCCOE Director of Transportation (or other contact designated by the CCCOE) within 24 hours of the incident or accident. The written report shall include a section stating the corrective action taken or to be taken. Police reports, where applicable, are to accompany each accident report. If Contractor requires additional time for reporting, Contractor may make a written request to the CCCOE for additional reporting time. A request for additional reporting time must be made before the 24-hour deadline has passed and must include all relevant information that is currently available and the reason why additional reporting time is needed.

#### **8.1. Monthly Student Load Count**

This report lists the number of students at each bus stop who rode the bus on every day. Results shall be tabulated and detailed in an electronic written form acceptable to the CCCOE. Forms are to be returned to the CCCOE's Transportation Director within five (5) days of the end of each month. Cooperation with collecting additional information on the ridership of special students who qualify for Medicaid reimbursement is expected.

#### **8.2. Driver - Route List**

A list that identifies regular and special education drivers, by route and by type of bus (i.e. conventional or van) is to be submitted in electronic form prior to school start and updated monthly by the Contractor. The list shall also include names of drivers who are assigned as field trip drivers as well as names of drivers assigned as spares or stand-by drivers.

#### **8.3. Incident/Complaint Form**

The CCCOE 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 CCCOE, one of its member school districts, 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.

#### **8.4. Driver/Incident Complaint Form**

Contractor shall create and provide a form meant to inform the CCCOE 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 CCCOE'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 written replies shall state the corrective action taken to prevent a recurrence of the condition that caused the incident or complaint.

### **9. ROUTING AND SCHEDULING**

## **9.0. Establishing Routes**

The Contractor will be responsible for proposing routes, which shall be subject to the CCCOE's review and approval. Once routes are established, Contractor may submit proposed route changes to the CCCOE, but Contractor shall not add to, delete, or modify routes without CCCOE's prior written approval. Contractor's failure to adhere to the CCCOE's approved routes shall constitute a material breach of the Contract.

## **9.1. Revision and Approval of Routes**

The CCCOE may at any time during the term of this Agreement revise or reassign students on bus routes, or request changes to bus stops or bus assignments. At the same time, the Contractor is expected to evaluate routes on a continuing basis and provide the CCCOE with recommendations for constructive changes.

## **9.2. Changes to Routes**

Interim changes to established routes that are recommended by the Contractor shall only be made with the prior written consent of the CCCOE. The Contractor shall then notify parents in writing of the changes prior to their implementation. The Contractor shall cooperate with the distribution of such notices of any route changes.

## **9.3. Adding or Deleting Buses**

The CCCOE may add or delete buses upon written notice to the Contractor. When equipment is added, the CCCOE and Contractor shall establish a timetable for service and mutually agree on a start date. When the CCCOE chooses to add or delete a route, the Contractor shall cooperate by distributing route change notices to impacted students. The CCCOE will make every effort possible to give the Contractor maximum advance notice when they are deleting a complete route or bus.

## **9.4. Unauthorized Deviations from Routes**

Except for those reasons outlined and approved by the CCCOE, such as road construction safety hazards, serious weather conditions e.g. traffic deviations mandated by civil authorities, drivers are not authorized to deviate from assigned routes or stops without the prior approval of the CCCOE. CCCOE shall be notified of deviations lasting in excess of five (5) school days. Notice shall be made to the CCCOE as soon as Contractor knows deviations will exceed five (5) school days.

## **9.5. Late Buses**

Drivers shall notify the Dispatcher whenever it appears they will be ten (10) minutes or more behind the scheduled time in arriving at their destination. The Dispatcher shall notify the impacted school and the CCCOE's Transportation staff. If the delay impacts other schools, the Dispatcher shall notify each impacted school.

## **9.6. Overload Conditions**

The Contractor shall monitor routes for potential overloads on an on-going basis. In the event of an overload the Dispatcher shall dispatch a second bus to transport excess students and, at the same time, notify the CCCOE's Transportation staff of the nature of the overload by phone.

## **9.7. Dry Runs**

The Contractor shall ensure that drivers are familiar with their assigned routes. To facilitate this process, the Contractor shall, have each regularly assigned route driver complete dry runs (practice runs without students) of its assigned route prior to the start of any scheduled school year or Extended School Year ("ESY") session, or prior to operating the route for the first time (substitutes would be exempt from this). Dry runs shall be conducted as close to the assigned route time as possible to take traffic congestion and flow into consideration. Dry runs shall be conducted for any new or significantly changed assignments as requested by the CCCOE. The cost of Dry Runs shall be borne by Contractor.

## **9.8. Driver's Orientation**

A driver orientation will be conducted for all drivers who will be assigned to perform services for the CCCOE. The driver orientation shall include, but not limited to, pupil management, dealing with parents of special needs students, relationship with the school and the general public, discipline on the school bus, and other pertinent information. The cost of driver orientation shall be borne by the Contractor.

## **9.9. Field Trips and other school sponsored activities**

Contractor agrees to provide transportation service for field trips as may be authorized by the CCCOE or their member school districts. For field trips, the CCCOE or one of their member school districts will contact Contractor at least ten (10) calendar days prior to the scheduled activity and request Contractor to provide equipment and personnel for the activity. In the event the Contractor does not have the required equipment and/or personnel available, the CCCOE or member school district may contract with another transportation firm.

## **9.10. In-Service and other meetings**

The Contractor will provide, at no cost to the CCCOE buses and drivers during non-peak usage times to transport teachers and other CCCOE member district employees to in-service activities and other meetings. Any such arrangements shall be mutually agreed upon by the CCCOE and the Contractor and shall require no more than two (2) buses no more than fifteen (15) times per year.

## **9.11. Cancellation of Scheduled field trips**

The CCCOE or one of its member school districts shall have the option to cancel any scheduled field trip upon the CCCOE's prior notification to the Contractor for at least two (2) hours prior to the first scheduled students pick up. If cancelled within two (2) hours of the time of the pick-up, the CCCOE or member school district shall pay Contractor for the driver's time but the total cost shall not exceed fifty (\$50) dollars.

## **10. VEHICLE REQUIREMENT**

### **10.0. Basic Fleet Buses**

Basic fleet buses must consist of a sufficient number of each of the following types of vehicles to perform all services: ambulatory special education buses (20 or more passenger); special education wheelchair vehicles (10 walk-on positions and 4 wheelchair positions minimum); transit-style (Type D) school buses (72 or more with passenger seatbelts) and transit-style (Type D) for field trips. If providing alternative passenger transportation vehicles, any combination of passenger vehicles may be considered up to and not exceeding 9 passengers plus the driver for a total capacity of 10. In addition, the Contractor must maintain a sufficient number of spare vehicles for each vehicle type

### **10.1. Field Trip and Activity Buses**

The CCCOE's member school districts require transportation for activities and field trips on an on-going basis. The Contractor shall maintain a sufficient number of buses to meet this requirement. Buses used for field and activity trips are to be equipped with underside storage to accommodate passenger cargo and equipment. Payment by the CCCOE or member district shall only be for services performed and occur when funding is approved for such trips. Activity and field trip transportation pricing shall be submitted on Bid Form, including prime and non-conflict rates – Appendices 2-B through 2-C.

## **11. COMMUNICATIONS**

**11.0.** The CCCOE firmly believes that the overall success of this transportation service depends on establishing and maintaining effective lines of communication between the Contractor and the CCCOE. To meet this goal the CCCOE and Contractor shall develop a meeting schedule within one week of the Contract award that is responsive to the immediate and long-range needs of the pupil transportation program. In addition to scheduled meetings each party may request a meeting with limited notice to address a situation or concern that requires immediate action. Each party shall cooperate and make every reasonable effort to respond to and attend such meetings.

### **11.1. Telephone Communication – CCCOE**

The Contractor shall provide and maintain at its expense a direct telephone number, exclusive to the CCCOE, (or other appropriate telecommunications service acceptable to the CCCOE) between its dispatch office and the CCCOE's Transportation staff office to facilitate communication. Contractor and Contractor's staff shall make every effort to answer calls on this line in a timely manner. Contractor shall also provide a means for the CCCOE to be directed to an assigned contact in the event of an emergency after normal business hours. The CCCOE shall provide Contractor contact information for appropriate CCCOE personnel for use after hours or in the event of an emergency.

### **11.2. Dispatch System**

Contractor shall provide an automated dispatch system. The system must have the ability to check in and out drivers and evaluate on time performance. There shall be no cost to the CCCOE for the Dispatch system or usage of the Dispatch system. The system must have the

ability to check in and out to identify when a driver has not reported for service or reported late for service. An expected on-time bus driver performance of 98% is required.

All maintenance and dispatch systems proposed for use in this Contract must be currently in use at one or more of the Contractor's existing facilities. The CCCOE retains the right to have the system demonstrated to the CCCOE prior to consideration for award of this Contract. Contractor shall provide a detailed description of the systems intend to be proposed in this Bid.

### **11.3. Telephone Communication – Parents**

The CCCOE expects the Contractor to provide exceptional customer service to the CCCOE and its member school districts along with its students and parents. Consequently, the Contractor shall provide at its expense sufficient communications technology and staff who are knowledgeable about the bus routes, stops and school locations and can answer public inquiries and requests regarding bus schedule times, safety issues, or any other concerns that are an expected part of student transportation operations. The goal is to provide information to parents and school administration in a prompt and courteous manner as well as provide access to the Contractor's management team. The communications technology shall also provide a means for callers to leave messages for routine inquiries, and to be directed to an assigned contact in the event of an emergency after normal business hours.

### **11.4. Authorized Representative**

The CCCOE's Transportation staff represents the CCCOE and its member school districts on all matters concerning pupil transportation.

## **12. MISCELLANEOUS**

### **12.0. Inspection for Students and Damage to Seats**

Pursuant to SB 1072, Mendoza. Schoolbus safety: child safety alert system, immediately after each route segment, the driver shall visually inspect the interior of the bus to look for any students that may not have exited the bus and, at the same time, assess any damage to seats caused by the students. Upon completion of an AM, Mid-Day, PM or field trip, driver shall utilize the electronic child check/reminder alarm system.

**12.1.** Additionally, this procedure shall take place any time the driver parks and leaves the vehicle on CCCOE member school district, Contractor or Private (parking lots) property.

### **12.2. Safe Riding and Evacuation Training**

In accordance with California Code of Regulations, Title 5, §14102, the Contractor, in cooperation with the CCCOE and its member school districts, shall conduct emergency bus evacuation drills at all schools. The drills are to be conducted once per year, as in accordance with the State requirement. The dates, times and locations of evacuations shall be provided by the CCCOE's transportation staff prior to the beginning of the training schedule.

### **12.3. Emergency Use of Equipment and Personnel**

In the event of a local emergency the Contractor shall make the fleet available to appropriate public agency officials for evacuation and/or emergency transportation purposes. In the event

of a local emergency, Contractor's personnel shall be designated as Disaster Service Workers and work under the direction of the CCCOE's transportation staff, or other Incident Commander assigned by the CCCOE or their member school districts.

[END OF SPECIFICATIONS]

# APPENDICES

**APPENDIX 1-A**

**Cover Sheet**

FROM:

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**BID RESPONDING TO BID # 01-26  
STUDENT TRANSPORTATION SERVICES  
Special Education Home to School Routes  
Special Education Field Trips  
Alternative Transportation**

**DO NOT OPEN UNTIL  
BID DUE DATE: May 7, 2026, at 1:00 p.m.**

Gloria Toledo  
Facilities Operations Technician  
Contra Costa County Office of Education  
77 Santa Barbara Road  
Pleasant Hill, CA 94523

**APPENDIX 1-B**

**Bid Response Page**

**BID NO. 01-26**

The undersigned agrees, if this Bid is accepted within sixty (60) days from **May 7, 2026**, or such other time set for receipt of Bids, to provide Student Transportation Services as set forth herein, and in accordance with, the provisions of this Request for Bids.

Bidder Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of Authorized Signor: \_\_\_\_\_

Title of Authorized Signor: \_\_\_\_\_

Federal Tax ID#: \_\_\_\_\_

**ACKNOWLEDGEMENT OF ADDENDA**

The undersigned acknowledges receipt of amendments to this Request for Bids and has thoroughly examined any and all Addenda (if any) issued during the Bid period and are thoroughly familiar with all contents thereof and acknowledges receipt of the following Addenda: (Bidder to list all addenda).

ADDENDUM NO. \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

ADDENDUM NO. \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

ADDENDUM NO. \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

ADDENDUM NO. \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

Signature of Authorized Person: \_\_\_\_\_

Date of Bid: \_\_\_\_\_

**Appendix 2-A**

**Bid Form**

Home-to-School Transportation

**July 1, 2026 through June 30, 2031**

<b>Bus Type &amp; Capacity</b>	<b>Base Rate** (Included)</b>	<b>Rate 4 HR Base Rate per Day</b>	<b>Rate 6 HR Base Rate per Day</b>	<b>Rate for Excess Hours</b>
<b>Special Needs Bus</b> 10 – Walk-on Position 4 – Wheelchair Positions	4/6			
<b>Special Needs Van</b> 20 – Passenger + Driver	4/6			
<b>Transit Buses</b> 72 or more Passenger w/ seatbelts	4/6			

\*Home-to-School Transportation shall include any route transporting a student to/from home/school, including after-school programs. Special Education, including therapies, etc.

\*\* The 4-Hour and 6-Hour rates are non-consecutive hours

**Please state the hourly cost of a requested bus aide (this amount is invoiced separately on a monthly basis): \_\_\_\_\_**

**Appendix 2-B**

**Bid Form**

**Field Trips**

*Non-Conflict Rates\**

<b>Bus Type &amp; Capacity</b>	<b>RATE per HOUR</b>
<b>Special Needs Buses</b> 10 - Walk-on Positions 4 - Wheelchair positions	
<b>Special Needs Van</b> 20 - Passenger + Driver	
<b>Transit Buses</b> 72 or more Passenger w/ seatbelts	

*\* Non-Conflict rates are defined as rates that apply to any trip taken on a school day with a departure time of after 9 a.m. and a return time before 1:45 p.m. (These rates do not apply to weekends, holidays and non-school days)*

**Appendix 2-C**

**Bid Form**

**Field Trips**

***Prime Rates\****

<b>Bus Type &amp; Capacity</b>	<b>Rate 4 HR Base Rate per Day</b>	<b>Rate 6 HR Base Rate per Day</b>	<b>Rate for Excess Hours</b>
<b>Special Needs Buses</b> 10 - Walk-on Positions 4 - Wheelchair positions			
<b>Special Needs Van</b> 20 - Passenger + Driver			
<b>Transit Buses</b> 72 or more Passenger w/ seatbelts			

*\*Prime Rate is defined as any trip that starts or finishes outside the non-conflict times of 9 a.m. and 1:45 p.m.  
The 4-Hour and 6-Hour are consecutive hours.*

**Appendix 2-D**

**Bid Form**

**Costs to CCCOE for Fleet Surveillance and Technology Platform(s)**

Contractor shall state the monthly costs to CCCOE for the following fleet surveillance or technology platform solutions. The CCCOE may, at its option, include any or all of these options in the final contract.

<b>Option</b>	<b>Monthly Cost to CCCOE</b>
Video Camera (Access only)	
GPS View (Access only)	
Tracking Software (Access only)	
Storage Access to View All Data	
Integrated System (Bytecurve or equal) with up to five (5) licenses provided to the CCCOE	
Parent App	

Additional information on the CCCOE's requirements for fleet surveillance and technology platforms is included in Section 6.18 of the Bid Specifications. Fleet surveillance and technology platforms will be a critical part of the services. Contractor should include detailed information on its proposed fleet surveillance and technology platform solutions in its response to the Bid Questionnaire (Appendix 3).

**Appendix 2-E**  
**Bid Form**

**Alternative Transportation**

*As-Needed*

<b>Bus Type</b>	<b>Capacity</b>	<b>RATE per HOUR</b>
4-Door Vehicles		
Vans		

## Appendix 3

### Bid Questionnaire

The following questionnaire is intended to assist the CONTRA COSTA COUNTY OFFICE OF EDUCATION (“CCCOE”) in evaluating your Bid Response. The information provided herein will be used to evaluate your qualifications to perform the work and services outlined. The questionnaire shall be filled out accurately and completely, **and submitted with your Bid.**

When completed, this questionnaire and the responses contained within it shall be considered to be a part of the Bid Response.

#### **A. NATURE OF OPERATIONS**

1. List the number of years that your agency has been in business.
2. List the names of all California school districts, non-public schools, or county superintendents of schools with whom your company is currently engaged in providing home-to-school transportation services or alternative transportation services.
3. List the names of all out-of-state school districts, non-public schools, or county superintendents of schools with whom your company is currently engaged in providing home-to-school transportation services or alternative transportation services.
4. List the names of all California and out-of-state school districts, non-public schools, or county superintendents of schools, currently being serviced by your company, that are of equal size to CCCOE transportation program. For each of these schools, submit the name and phone number of a contact person who has immediate knowledge of your company’s service and performance results.

#### **B. TERMINAL MANAGEMENT**

1. The CCCOE strongly believes that the individual holding the Operations Manager position is critical to the provision of consistent and high-quality transportation services. Please provide one or more resumes for staff that would be assigned to this Project as Operations Manager. The following points of information should be included in the resume or on a separate document:
  - a. Name and educational qualifications
  - b. Tenure with your company (in years)
  - c. Experience in related positions within your company or with other companies (in years)
  - d. Current and two (2) most recent previous positions, including the location (district) of the position, the position's title, a description of responsibilities including number of buses and/or drivers, and the dates in which the position was held.
2. Please provide the name(s) of those persons within your firm who would have immediate authority over the Operations Manager you propose in B.1 (above). In addition, list key staff members who may play an advisory role to the CCCOE’s Transportation Director and his/her

staff in the areas of (1) Operations, (2) Training and Personnel, (3) Safety, and (4) Maintenance. Please provide the following information for each of these persons:

- a. Name and educational qualifications
  - b. Tenure with your company (in years)
  - c. Experience in related positions within your company or with other companies (in years)
  - d. Current and most recent previous position, including the location of the position, the position's title, a description of responsibilities, and the dates in which the position was held
3. Describe the training that is given to your Operations Manager.
  4. Describe the training that your company customarily provides to your customer's local office staff.

### **C. DRIVER PERSONNEL**

1. Describe how your company recruits drivers.
2. Describe the methods that your company uses to screen and select drivers from among the applicants.
3. Describe the criteria or standards your company uses, and for what reasons might you reject an applicant.
4. Describe the process to which you adhere that requires all terminal employees to be drug tested. If you have a written policy/procedure, please provide a copy.
5. Describe how your company checks driver applicant references.
6. Describe how your agency uses objective qualification and driver testing procedures (if any) and provide written procedures or samples of your company's testing materials.
7. Describe how the official driving records of all your applicant drivers are evaluated during the selection process.
8. Describe the current rate of annual turnover among drivers your company employs.
9. Describe your current, or proposed, training program for driver applicants who have no experience driving school buses. Please describe the program components and content of your training program. If available, please provide the following:
  - a. Length of the program (hours, days, months)
  - b. Number of hours in classroom
  - c. Number of hours behind-the-wheel
  - d. Description of the components of the program and the number of hours devoted to each component.

10. Describe the qualifications that your company's driver trainers have.
11. Describe the student management training your company's drivers receive.
12. Describe your company's in-service driver training and re-training program. Please provide the outline or course of study (see Bid Specifications Section 7.3).
13. Describe your company's current, or proposed, driver motivation and discipline programs. Describe how the programs take into account, if at all, the following: safety, (1) absences, (2) tardiness, (3) on-time route performance, (4) unrestricted licenses, (5) tenure on the job, and (6) complaints and grievances.

**D. TERMINAL STAFFING**

1. Describe the proposed staffing levels for the proposed terminal providing services under this Bid. Describe position title/duties, number of staff members in each position, etc.

**E. FLEET SURVEILLANCE AND TECHNOLOGY PLATFORMS**

1. Fleet surveillance and technology platforms will be a critical part of the Contractor's services. Discuss Contractor's comprehensive approach to incorporating technology into its services, addressing both platforms currently in use and those that may be adopted during the term of the Contract. Describe in detail a proposed fleet surveillance system to support the CCCOE's determination that the proposed system adequately meets the CCCOE's expectations for functionality and reliability, if so selected. Substitute fleet surveillance systems from those included in the Bid Documents (See Bid Specifications Section 6.18) are allowable. However, any substitution must be at least equivalent to the system proposed in the Bid Documents, as determined by the CCCOE in its sole discretion, and must be approved in writing by the CCCOE prior to implementation. Contractor shall provide detailed specifications and a comparison analysis demonstrating equivalency for any proposed substitution.

**F. SAFETY PROGRAM AND ACTIVITIES**

1. Describe your established, continuing safety program (operation; contents; and requirements; # of hours required per year, per employee; etc.).
2. Describe how often your company holds safety meetings held and some of the topics covered.
3. Describe any established safety activities in which your company, or its key personnel, participates.
4. Describe the accident rates for school buses operated by your company in each of the three (3) most recent school years.

**G. PREVENTIVE MAINTENANCE AND MECHANICAL REPAIR**

1. Describe your scheduled preventive maintenance program for vehicle fleets which your company manages. Please provide samples of any checklists you use for each type of preventive maintenance program and describe below your methods of ensuring that each vehicle actually receives preventive maintenance within the scheduled interval.

2. Describe, other than the daily pre-trip by the driver, what methods of identifying defects in buses your company utilizes.
3. Describe the oversight systems your company has in place to ensure that serious safety-related defects are identified before a bus transports students.
4. Describe how your company ensures that identified defects are corrected in a logical order and within a reasonable time.
5. Describe your manpower or mechanic allotment schedule (number of buses per mechanic, etc.).
6. Describe the qualifications and experience requirements your company has for its mechanical personnel.

#### **H. LOSS RATIO DATA**

1. Provide your company's accident loss ratio and workers' compensation loss ratio for the past three (3) school years.

#### **I. IMPLEMENTATION PLAN**

1. Provide a plan and schedule for implementing and transitioning transportation services should your company be selected as the successful Bidder, with an effective date of July 1, 2026, and an anticipated notice of award in early 2026. Your company's time schedule and plan should address:
  - a. Ordering/delivery of vehicles
  - b. Transitioning to the designated bus terminals/Terminals
  - c. Establishing support services for maintenance, fuel, employee interviews and training
  - d. Recruitment/relocation of management and supervisory personnel
  - e. Selection and training of drivers
  - f. Employee orientation

#### **J. FLEET AND FLEET ADDITIONS & REDUCTIONS**

1. Bidders are to submit a listing of the equipment that shall be used if awarded a Contract with the CCCOE. Information to be submitted shall include:
  - Vehicle manufacturer
  - Year and model
  - Passenger capacity
  - Engine and transmission type
  - Fuel type
  - New or used

- Current mileage & condition
- Brake type

2. Describe the percentage rate of adjustment for any additions or reductions to the Contractor's fleet.

**K. OTHER INFORMATION**

1. Describe the process by which you survey your customers, parents, and/or employees, and what your company does with the final results.
2. Describe how does/will your company handle unemployment compensation during winter break, spring break and summer break for drivers and other staff that are not used during these periods?

---

Name of Bidder

---

(Signature of Authorized Agent)

---

Title

---

Date



**Appendix 4-B**

**Iran Contracting Act Certification**

PROJECT/CONTRACT NO.: \_\_\_\_\_ between the CONTRA COSTA COUNTY OFFICE OF EDUCATION (“CCCOE”) and \_\_\_\_\_ (“Contractor” or “Bidder”) (“Contract”).

Prior to bidding on or submitting a proposal for a contract for goods or services of \$1,000,000 or more, the bidder/proposer must submit this certification pursuant to Public Contract Code section 2204.

The bidder/proposer must complete **ONLY ONE** of the following two options. To complete OPTION 1, check the corresponding box **and** complete the certification below. To complete OPTION 2, check the corresponding box, complete the certification below, and attach documentation demonstrating the exemption approval.

- OPTION 1.** Bidder/Proposer is not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services (“DGS”) pursuant to Public Contract Code section 2203(b), and we are not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for forty-five (45) days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.
  
- OPTION 2.** Bidder/Proposer has received a written exemption from the certification requirement pursuant to Public Contract Code sections 2203(c) and (d). *A copy of the written documentation demonstrating the exemption approval is included with our bid/proposal.*

**CERTIFICATION:**

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the bidder/proposer to the OPTION selected above. This certification is made under the laws of the State of California.

<i>Vendor Name/Financial Institution (Printed)</i>	<i>Federal ID Number (or n/a)</i>
<i>By (Authorized Signature)</i>	
<i>Printed Name and Title of Person Signing</i>	<i>Date Executed</i>

END OF DOCUMENT

**Appendix 4-C**

**Russia Sanctions Certification**

PROJECT/CONTRACT NO.: \_\_\_\_\_ between the CONTRA COSTA COUNTY OFFICE OF EDUCATION (“CCCOE”) and \_\_\_\_\_ (“Contractor” or “Bidder”)

On March 4, 2022, the Governor of California issued Executive Order N-6-22, regarding U.S. economic sanctions against Russia and Russian entities and individuals. As verification of its compliance with the Executive Order N-6-22, as well as applicable federal and state law, Contractor hereby certifies the following with respect to all economic sanctions imposed by the U.S. government in response to Russia’s actions in Ukraine, as well as any sanctions imposed under state law (collectively, “economic sanctions”):

1. Contractor is not the target of economic sanctions.
2. Contractor is in compliance with all economic sanctions.

(Check if applicable – Bid is \$5 million or more) Pursuant to Executive Order N-6-22, if the Contract(s) value is/are \$5 million or more, then Contractor hereby agrees to formally report to the CCCOE regarding:

- A. Contractor’s compliance with the relevant economic sanctions.
- B. Steps Contractor has taken in response to Russia’s actions in Ukraine, including, but not limited to, desisting from making new investments in, or engaging in financial transactions with, Russian entities, not transferring technology to Russia or Russian entities, and directly providing support to the government and people of Ukraine.

Contractor acknowledges and accepts that failure to complete one of the reporting requirements described above, or determination by the CCCOE, at its sole discretion, that Contractor is a target of relevant economic sanctions or is conducting prohibited transactions with sanctioned individuals or entities, may be grounds for termination of the Contract.

**Certification:**

I, the authorized representative for \_\_\_\_\_, certify that I am duly authorized to execute this certification, and the Contractor identified below has conducted a good faith review of existing contracts. I further certify and attest that the Contractor is not a target of economic sanctions, and that the Contractor is in compliance with the economic sanctions imposed by the U.S. government in response to Russia’s actions in Ukraine, as well as any requirements related to the Russian sanctions imposed by Executive Order N-6-22 and under state law, if any.

Date: \_\_\_\_\_

Proper Name of Contractor: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

END OF DOCUMENT



**Appendix 5**

**Bid Bond**

**(10% of Estimated Annual Contract Value)**

KNOW ALL PERSONS BY THESE PRESENTS that we, the undersigned, (hereafter called “Principal”), and \_\_\_\_\_ (hereafter called “Surety”), are hereby held and firmly bound unto the CONTRA COSTA COUNTY OFFICE OF EDUCATION (hereinafter “CCCOE”) in the sum of Four Hundred Thousand and 00/100 Dollars (\$400,000.00) for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, successors, and assigns.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 202\_.

The condition of the above obligation is such that whereas the Principal has submitted to the CCCOE a certain Bid, attached hereto and hereby made a part hereof, to enter into a contract in writing for providing Pupil Transportation Services for the CONTRA COSTA COUNTY OFFICE OF EDUCATION.

**NOW, THEREFORE,**

- a. If said Bid is rejected, or
- b. If said Bid is accepted and the Principal executes and delivers a fully executed contract form within ten (10) calendar days after acceptance (properly completed in accordance with said Bid), and furnishes bonds for its faithful performance of said Contract,

Then this obligation shall be void; otherwise, the same shall remain in force and effect.

Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, or addition to the terms of the contract, or the call for Bids, or the work to be performed thereunder, or the specifications accompanying the same, shall in any way affect its obligation under this bond, and it does hereby waive notice of any such change, extension of time, alteration, or addition to the terms of said contract, or the call for Bids, or the work, or to the specifications.

In the event suit is brought upon this bond by the CCCOE and judgment is recovered, the Surety shall pay all costs incurred by the CCCOE in such suit, including without limitation, attorneys’ fees to be fixed by the court.

**IN WITNESS WHEREOF**, Principal and Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, on the day and year first set forth above.

(Corporate Seal)

By: \_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Typed or Printed Name:

\_\_\_\_\_  
Principal's Title

(Corporate Seal)

By: \_\_\_\_\_  
Surety's Signature

\_\_\_\_\_  
Typed or Printed Name:

\_\_\_\_\_  
Surety's Title

(Attached Attorney in Fact Certificate)

By: \_\_\_\_\_

Surety's Name \_\_\_\_\_

Surety's Address \_\_\_\_\_

Surety's Phone Number \_\_\_\_\_

IMPORTANT:

Surety companies executing bonds must possess a certificate of authority from the California Insurance Commissioner authorizing them to write surety insurance defined in California Insurance Code Section 105, and if the work or project is financed, in whole or in part, with federal, grant, or loan funds, it must also appear on the Treasury Department's most current list (Circular 570 as amended).

THIS IS A REQUIRED FORM.

Any claims under this bond may be addressed to:

(Name and Address of Surety)

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(Name and Address of agent or representative for service of process in California if different from above)

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(Telephone Number of Surety and agent or representative for service of process in California)

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**Appendix 6**

**Form of Required Contract**

[Attached]