



A Great Place to Learn.

1202 Wood Avenue
Sumner, Washington 98390

sumnersd.org
tel (253) 891-6010
fax (253) 891-6098

Business Services

SUMNER SCHOOL DISTRICT #320
Purchasing Department
1202 Wood Ave
Sumner, WA 98390
(253) 891-6015

REQUEST FOR QUOTATION No. 17-109

Sumner School District invites you to submit a quotation on the following project:

Out of District Transport Services In Accordance with Enclosed Specifications

Response to this Request for Quotation is due by **3:00 p.m. on September 29, 2017** and may be submitted either by email: cheryl_collins@sumnersd.org to the attention of Cheryl Collins or delivered to the address below. The date/time clock in the Business Services Conference Room will be referenced as the official time for the quotation submission.

Sumner School District #320
Purchasing Department
1202 Wood Avenue
Sumner, WA 98390
cheryl_collins@sumnersd.org

Sumner School District is soliciting quotations for out of district transportation services for multiple special programs within the district. Vehicles are asked to be wheelchair accessible, and are to be equipped with required signage, lights, and other safety items in order to meet the criteria of transport for school age children. We are asking vendors to provide quoted pricing as followed on the Form of Quotation attached.

The District reserves the right to waive irregularities/and or reject all bids.

Quotations shall be followed by a written, signed quotation either physically (mail or in person) to the above address or **electronic acknowledgement is allowable via email to** cheryl_collins@sumnersd.org. Your quotation may not be withdrawn after the time set above, unless the award of the contract is delayed for a period exceeding forty five (45) days.

Quotations shall be **exclusive** of Washington State Sales Tax and shall be awarded to a responsive quotation based the price per box. In case of a tie, a lot will be drawn in the company of both competitors.

It is the responsibility of each company to insure that their quotation is physically received in the Purchasing Department prior to the date and time set for receipt of Quotation. Quotation responses received after the above stated time will not be considered.



A Great Place to Learn.

1202 Wood Avenue
Sumner, Washington 98390

sumnersd.org
tel (253) 891-6010
fax (253) 891-6098

Business Services

Purpose: Sumner School District seeks quotes from qualified respondents interested in providing student transportation described in this quotation.

Sumner School District will require the Respondent to provide comprehensive services, management, superior workforce, and service supervision. The Respondent will supply and pay for all labor, supervision, equipment, supplies and materials, vehicles, maintenance, and insurance necessary to deliver the proposed service and response to this quote.

Sumner School District makes no representation as to the size or scope of its transportation needs for Out of District Transportation Services.

Contract Period: This proposal will be for the school year of 2017-18 for the contract period of October 2017 through August 31, 2018. The contract may be renewed and extended for a period of up to 5 years upon mutual written agreement by both parties.

Respondent Requirements/Scope of Services

Staffing: The Respondent agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation or preference, gender identity and expression, national origin, ethnicity, age, disability, marital status, military service status, genetic information, or any other protected classification. The Respondent will ensure that all employees involved in their **services pass an OSPI background check and drug screening** prior to commencing with providing services to Sumner School District and that copies of these are provided to Sumner School District if requested. The Respondent will, at the request of Transportation Director, Human Resources Director, immediately remove from providing services to Sumner School District any person who, in the opinion of Sumner School District, has been conducting himself or herself improperly. The Respondent will not permit a person so removed to remain on or return to any Sumner School District location unless prior written consent is provided by Sumner School District. Sumner School District may request and require all drivers and supervisors to attend professional development with the school on topics such as school culture or behavior management.

Student Behavior and Discipline: The Respondent shall collaborate with Sumner School District to establish best practices regarding student behavior and discipline in the vehicle, and align on appropriate disciplinary procedures prior to the start of the school year.

Fleet Maintenance: The Respondent is responsible for maintenance and repairs on all vehicles utilized under the contract at its own cost. The Respondent is to ensure there is no disruption in daily transportation by providing sufficient spare vehicles as backup units during breakdowns and whenever vehicles may be out of service for maintenance or repairs. The Respondent shall also perform daily pre-trip inspections and promptly correct any deficiencies discovered on any vehicle to be utilized under the contract.



A Great Place to Learn.

1202 Wood Avenue
Sumner, Washington 98390

sumnersd.org
tel (253) 891-6010
fax (253) 891-6098

Business Services

Under no condition may an unsafe vehicle be used to transport students. The Respondent will keep on file the completed inspection sheets and submit copies of the sheets to Sumner School District if requested. The Respondent shall provide daily interior cleaning of all vehicles. Exterior cleaning will be done at least twice a month while school is in session. Vehicle windows must be clean and clear, and vehicle numbering must be visible at all times.

Safety: The Respondent is responsible for implementing and administering a comprehensive safety program that ensures the safety of all Sumner School District students. The program must include continuing on-the-road training and classroom training for all drivers.

Legal: The Respondent must fulfill all obligations in compliance with all applicable laws and regulations, including the Occupational Safety and Health Act and laws related specifically to students transportation that may be enacted by the state of Washington or other legislative bodies of appropriate jurisdiction. The Respondent must promptly notify Sumner School District concerning any litigation or claims filed with any federal or Washington State agency involving the Respondent or its parent or subsidiary companies.

Insurance: Respondent must indemnify and provide insurance coverage that will minimize Sumner School District, its employees, agents, directors, and representative's exposure:

- Worker's Compensation/Employer's Liability insurance to cover bodily accidents in the amount of not less than \$1,000,000 per accident.
- Comprehensive General Liability insurance in the form of comprehensive, contractual insurance, personal injury, broad-form property damage, premises operations, and completed operations in an amount of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate.
- Automobile Liability and Physical Damage insurance for an amount of not less than \$1,000,000 for each bodily injury and property damage combined, single limits, and extensions of comprehensive coverage for all leased, owned and hired vehicles.
- Respondent must name Sumner School District as an "additional insured" on all such policies, with the cost of this to be borne by Respondent. Copies of Certificates of Insurance listing Sumner School District as "additional insured" must be provided by Sumner School District prior to commencement of services and kept up-to-date.

Fuel: Respondent will purchase all fuel products.

Invoices: Sumner School District payment terms are net 30 days after receipt of an accurate invoice. Invoices may be sent no more frequently than once per month.

Confidentiality: Student information shared with the Respondent must be kept confidential. All student medical information must be handled with strict confidentiality.



A Great Place to Learn.

1202 Wood Avenue
Sumner, Washington 98390

sumnersd.org
tel (253) 891-6010
fax (253) 891-6098

Business Services

FORM OF QUOTATION
RFQ 17-109 – Out of District Transport Services

Sumner School District #320
Purchasing Department
1202 Wood Avenue
Sumner, WA 98390

Attention: Cheryl Collins, Purchasing

In carefully reading the Request for Quotation No. 17-109, entitled “**Out of District Transport Services**”; the undersigned propose the following:

Driver Rate	\$
Regular Mileage Rate	\$

Specific Sites/Text or other information to identify the items in which quote is being provided:

Company / Vendor Name

Signature (By)

Address

City, State, Zip

Telephone

Fax

Email