Forrest M. Bird Charter Schools

614 S. Madison Ave Sandpoint, ID 83864

Request for Proposals

I. General Information

Forrest M. Bird Charter Schools (FBCS) is requesting proposals for busing services. FBCS services Bonner County with a minimum of three buses, one of which travels into Boundary County. Busing services include transportation to/from school daily as well as designated field trips. FBCS reserves the right, where it may serve the schools’ best interest, to request additional information or clarifications from respondents, or to allow corrections of errors or omissions. Following the notification of the selected respondent, a contract must be signed between both parties within five working days of the notification.

II. Nature of Services Provided & Scope of Work to be Performed (Requirements)

* Daily general to/from transportation in designated areas:
* Central Route (hwy 200 Clark Fork to FBCS),
* South Route (hwy 95 Westmond to FBCS),
* North Route (hwy 95 Bonners Ferry to FBCS)
* Designated field trip to/from transportation
* Training, hiring and accountability of all drivers
* All bus maintenance and repair
* Insurance for buses and drivers
* Maintain accurate records of miles per bus per route, per day for General School Transportation as well as field trips.
* Provide accurate information and reporting to the Idaho State Department of Educatation

III. Description of Entity:

FBCS is a 6-12th grade public charter school consisting of two buildings (614 and 615 S. Madison Ave). The current student enrollment is apx. 320 students.

IV. Important Dates:

1. RFP Issued: July 18, 2021
2. Due Date for Proposals: August 18, 2021 at 12:00pm.
3. Anticipated Award Notification: August 20, 2021.
4. Contract Execution: First day of school Sept 7, 2021
5. Contract Duration: 5 years (2026)

V. Proposal Requirements:

1. Submission of Proposals: The following materials are required to be received as a sealed bid by August 18, 2021 at 12:00pm in order to be considered by the board. Respondents may send or deliver the proposal to the physical address at the top of this RFP.
2. Title Page: A title page showing the request for proposals subject; the respondent’s name, address, and telephone number of contact person, email address of the contact person, and the date of the proposal.
3. Transmittal Letter: A signed letter of transmittal briefly stating the respondents understanding of the work to be done, understanding of the requirements in section IV of this RFP, the commitment to deliver the service and a statement that the proposal is a firm and irrevocable offer.
4. Description of Proposal: Respondent will provide a description of their proposal for all services and solutions, along with a pricing matrix.
5. Technical Proposal Document: A detailed technical proposal document, include the following information.
	1. General Requirements: The technical proposal should demonstrate the qualifications of the respondent to provide the services requested. While additional data may be presented, the following items must be included. The proposal should be prepared simply and economically, providing a straight forward, concise description of the proposer’s capabilities to satisfy the request for proposals.
	2. Independence: An affirmative statement that is independent of Forrest M. Bird Charter School.
	3. Licensed to Operate in Idaho: An affirmative statement should be included indicating that the respondent is properly licensed to operate in Idaho.
	4. Vendor qualifications and experience.
6. Identification of Anticipated Potential Problems: The proposal should identify and describe any anticipated potential problems, the respondent’s approach to resolving these problems and any special assistance that will be requested from FBCS.
7. Costs: The proposal should include general costs for daily to/from travel as well as field trip and activity transportation, plus any additional annual increments such as fuel escalation and cost of living escalator.
8. Certification: The respondent shall provide certification that the person signing the proposal is entitled to represent the respondent, empowered to submit the bid, and authorized to sign a contract with FBCS if awarded the contract. The respondent shall provide acceptance of all conditions, requirements, and clauses set forth in this RFP.

VI. Clauses and Conditions

Upon acceptance of a signed proposal, the district and winning respondent will enter into a contract for the selected term within five days of notification.

VII. Evaluation Procedures

1. Evaluation Committee: Proposals submitted will be evaluated by a committee consisting of school board members, charter administrator, and charter principal.
2. Evaluation of Proposals: The awarding of the bid will be done through a sealed bid process, where the evaluation committee will evaluate the compliance of the proposal to the RFP requirements. From proposals that comply with the RFP’s requirements, the lowest proposal will be awarded the contract. FBCS has the right to reject all bids presented and call for a re-bid. If two exact lowest bids occur, the Evaluation Committee may choose the bid it prefers.