

Saginaw Intermediate School District – Head Start
SAGINAW, MICHIGAN

Invitation to Submit Proposal

Proposal: Pupil Transportation Services for Head Start Program

Due Date and Place: *Monday, July 16, 2018 – 10:00 a.m.*
Attn: **Pupil Transportation Services Bid**
Saginaw Intermediate School District - Head Start
3200 Perkins Street
Saginaw, MI 48601

Public Bid opening: *Monday, July 16, 2018 – 10:15 a.m.*

Envelope: Mark Sealed Envelope: **Pupil Transportation Services**
FAXES will not be accepted.

Inquiries: Shevonn Betts, Program Quality Manager
Email: sbetts@sisd.cc

Withdrawal: No proposal may be withdrawn for a period of ninety (90) days after
Public opening.

Right to Reject: We reserve the right to accept or reject your proposal, waive any irregularities
therein, and to award the order to other than the low Provider in the best
interest of the Saginaw Intermediate School District.

Affidavit of Bidder: Must accompany all bids or bids will not be accepted.

SAGINAW INTERMEDIATE SCHOOL DISTRICT

SAGINAW, MICHIGAN

SPECIFICATIONS

VENDOR

The SISD Head Start program is requesting proposals from qualified vendors to provide transportation services and support for students attending sites listed below. Locations are subject to change. It is Head Start's intention to award multi-year Agreement for Services, for up to six (6) routes. The Agreement for Services will be for one year with the option to review for possible renewal for an additional two years.

Proposed Locations: Claytor Head Start
 3200 Perkins Street
 Saginaw, MI 48601

 Brunkow Head Start
 3000 S. 24th Street
 Saginaw, MI 48601

 Jerome Head Start
 1515 Sweet Street
 Saginaw, MI 48602

Minimum Specifications:

A. Scope of Work to be Performed

Vendors shall meet the following specifications:

1. During the term of the agreement, vendor shall, furnish, operate, and adequately maintain school buses, per the regulations of the State of Michigan.
2. Able to provide basic transportation, shall mean safe and convenient transportation, of any Head Start program pupil who is designated to be transported between the Head Start program sites listed and a point reasonably close to the pupil's home. Such transportation shall be provided each day the Head Start program operates and in accordance with routes and schedules submitted by the vendor to SISD Head Start and approved by the SISD Head Start.
3. Able to meet requirements and deadlines as imposed by the Department of Health and Human Services Administration for Children and Families, Office of Head Start Program Performance Standards governing transportation (45 CFR, Chapter XIII, Part 1303, Subpart F). Vendor shall also meet State of Michigan Department of Licensing and Regulatory Affairs Bureau of Community and Health Systems, Licensing Rules for Child Care Centers, Part 4 - Transportation Provisions.
4. Work cooperatively with SISD Head Start staff to establish routes and schedules conforming to the needs of the program.
5. Ensure that all records and reports related to the provisions of transportation to Head Start/State Preschool children are available for SISD Head Start program review, evaluation, and audit, and will be maintained for a minimum of seven (7) years.
6. Report all incidents/accidents involving children to the SISD Head Start Director or designee immediately and follow with a written report within 48 hours.
7. Comply with procedures established by SISD Head Start for boarding the children onto the bus and for returning children to the pickup point. Maintain an operational two-way communication system between each bus and Proposer's that meets state and local requirements.

8. Provide backup transportation and an estimated reaction time in an emergency. Whenever a bus will be 15 minutes or more off its scheduled route, a verbal report shall be made to the SISD Head Start Director or designee immediately identifying the cause of delay, current location, and anticipated length of delay. .
9. Provide children developmentally appropriate safety training within 30 days of the start of the program year on safe riding practices, safety procedures for boarding and leaving the bus, safety procedures in crossing the streets, and emergency evacuation, including participation in an emergency drill conducted in the bus two times per year. Written report must be provided within one week.
10. Provide proof of all necessary licenses, permits and pre-employment screening as required by the laws and regulations of the Office of Head Start, State of Michigan, the SISD Head Start and all other appropriate governmental agencies, and agree to maintain these licenses and permits for the duration of the contract. Contractor will notify SISD Head Start immediately of loss or suspension of any such licenses and permits.
11. Contractor will provide invoices once a month to SISD Head Start no later than the tenth (10th) day of each month for the previous month's services. The invoice must specify transportation site, transportation date, the number of buses. Services will be paid based on the number of routes.
12. SISD Head Start shall not be obligated to pay for any services on days when the sites are closed to ensure the health and safety of children, or for any other lawful reason.
13. Provide total cost including per bus/per day.

B. Timing and Location of Work

1. The Head Start program will operate a minimum 136 days.
2. Days of school operation: Monday - Thursday, 8:00 a.m., to 3:30 p.m.

**SAGINAW ISD
SAGINAW, MICHIGAN**

Head Start Pupil Transportation Services

The undersigned certifies that the proposal contained herein meets or exceeds the attached specifications. Prices bid will remain firm for at least ninety (90) days from the date of opening.

AUTHORIZED SIGNATURE _____ TITLE _____

COMPANY _____ EMAIL _____

ADDRESS _____ CITY/STATE/ZIP _____

PHONE _____ FAX _____ DATE _____

**SAGINAW ISD
SAGINAW, MICHIGAN**

Head Start Pupil Transportation Services

AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT
Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of the below named contractor (the "Contractor"), pursuant to the compliance certification requirement provided in Saginaw ISD's (the "School District") Request For Proposals For **[SISD Head Start Pupil Transportation Services]** (the "RFP"), hereby certifies, represents and warrants that the Contractor (including its officers, directors and employees) is not an "Iran linked business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event Contractor is awarded a contract as a result of the aforementioned RFP, the Contractor will not become an "Iran linked business" at any time during the course of performing the Work or any services under the contract.

The Contractor further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the School District's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

CONTRACTOR:

Name of Contractor

By: _____

Its: _____

Date: _____

STATE OF _____)

) ss.

COUNTY OF _____)

This instrument was acknowledged before me on the ____ day of _____, 20__, by

Notary Public

_____ County, _____

My Commission Expires: _____

Acting in the County of: _____

**SAGINAW ISD
SAGINAW, MICHIGAN**

Head Start Pupil Transportation Services

Sworn and Notarized Familial Disclosure Statement

All bidders must provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid proposal. The bid proposal will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Saginaw ISD Board or the Saginaw ISD Superintendent. The District will not accept a bid proposal that does not include this sworn and notarized disclosure statement.

The members of the Saginaw ISD Board are: Richard Burmeister Jr, Ruth Coppens, Joseph Powe, Allan Pettyplace and Leola Wilson. The Saginaw ISD Superintendent is Kathy Stewart.

The following are the familial relationship(s):

	Owner/Employee	Name Related to:	Relationship
1			
2			
3			
4			
5			

Attach additional pages if necessary to disclose familial relationships.

There is no familial relationship that exists between the owner or any employee of the service provider and any member of the Saginaw ISD Board, or the Saginaw ISD Superintendent.

BIDDER'S FIRM NAME _____

BY (SIGNATURE) _____

PRINTED NAME AND TITLE _____

Subscribed and sworn before me, this _____ day of _____, 20____, a Notary Public in and for
_____ County, _____

(Signature) NOTARY PUBLIC
My Commission expires _____