

North Valley Military Institute College Preparatory Academy Request for Proposals

STUDENT TRANSPORTATION SERVICES

Notice is hereby given that the North Valley Military Institute (NVMI) will receive sealed proposals for the implementation of a school bus transportation contract, inclusive of home to/from school transportation and special pupil activity bus transportation.

Sealed proposals will be received in their final form not later than:

2 P.M. May 17, 2019

**North Valley Military Institute
12105 Allegheny Street
Sun Valley, CA 91352**

For further information, please contact:

Dr. Mark P. Ryan

Superintendent @ mryan@novamil.org

or via cell at 323-217-4481

TENTATIVE SCHEDULE

Timetable

The Contractor shall have all buses, materials, and labor in place during July for the 2019-2020 school year.

Event:	Dates:
RFP Documents Released	April 23, 2019
Advertisement Begins	April 23, 2019
RFP Due-Date	May 17, 2019
RFP Evaluation	May 18-20, 2019
Consideration for Board Approval	May Board Meeting
Implementation	July 1, 2019

Receipt of Written Proposal Document

Each proposer shall be responsible for the delivery of one (1) original and five (5) copies of the proposal to the North Valley Military Institute Superintendent, located at 12105 Allegheny Street in Sun Valley, CA 91352, on or before 2:00 P.M., on May 17, 2019. Contractors who do not submit their proposals by this time and date will automatically be disqualified from the proposal process.

All proposals shall be typed. Proposals shall be tightly sealed in containers clearly bearing on the outside the name of the Contractor, his/her address, and "PROPOSAL FOR STUDENT TRANSPORTATION SERVICES" typed on the outside of the proposal.

All proposal respondents will be responsible for the costs associated with the preparation of the requested proposals, and NVMI will in NO way be held liable for these costs. NVMI is the sole judge of the value and merit of the proposals and reserves the right to reject any or all proposals.

Contacts for NVMI

The NVMI official contact for all correspondence, inquiries, and submissions related to this RFP is Dr. Mark P. Ryan, whose email and address are cellular phone are noted above. Office hours are from 6:30 A.M. to 4:30 P.M., Monday through Friday.

INSTRUCTIONS TO BIDDERS:

Bid Opening Date:

- 1) NOTICE IS HEREBY GIVEN that the North Valley Military Institute (NVMI) will accept bids for a four (4) year contract for STUDENT TRANSPORTATION SERVICE. Bids will be opened at 2PM on May 17, 2019 and read aloud in the Office of the Superintendent, NVMI, located at 12105 Allegheny Street, Sun Valley, CA 91352. Bids should be submitted for a four-year period, encompassing the 2019-2020, 2020-2021, 2021-2022 and 2022-2023 school years.
- 2) Sealed proposals shall be delivered to the above address, anytime prior to, but not later than, 2PM on Friday May 17, 2019. Bids received after this time will be returned unopened to the bidder. Bids will be opened and read aloud.

A pre-bid meeting will be held at the above address at 10AM Friday May 3. Attendance at this meeting is OPTIONAL for any bidder wishing to submit a bid. The purpose of this meeting will be to answer any questions regarding the bid specifications and the current transportation system.

- 3) Each proposal must be submitted on the bid form provided with these specifications and must be contained in a sealed envelope, which shall be endorsed on the outside with the following information:
 - a. PROPOSAL FOR STUDENT TRANSPORTATION SERVICES
 - b. Name and Address of Bidder
 - c. Date and time due
- 4) All bids submitted must be valid for a minimum period of 60 days after the date set for the bid opening.
- 5) The Board of Trustees of NVMI reserves the right to reject any and all bids, or to waive any informalities, irregularities or technicalities in any proposal, should it deem to be in the best interest of NVMI to do so. The contract will be awarded, if at all, to the lowest responsible bidder meeting specifications as determined by the Board of Trustees, who have delegated authority to the Superintendent to make decisions relative to the bid solicitation and evaluation process. Bids should be submitted on the premise that NVMI intends to contract as a single unit, and that the proposal must be acceptable to the Board. While the financial responsibility of the bidder is a significant concern, the Board is equally concerned with the proven ability of the bidder to satisfactorily perform the contract so that the service will be provided in accordance with proposed contract documents.

- 5.1) After determining that a proposal satisfies the mandatory requirements stated in the Request for Proposal, the comparative assessment of the relative benefits and deficiencies of the proposal in relationship to the published evaluation criteria shall be made by using subjective judgment. The award of a contract resulting from this Request For Proposal shall be based on the lowest responsible bid and best proposal received in accordance with the evaluation criteria stated below:
 - 5.1.1 Cost.....45%
 - 5.1.2 Reliability.....15%
 - 5.1.3 Experience.....10%
 - 5.1.4 Expertise of Personnel.....10%
 - 5.1.5 Operational Plan.....10%
 - 5.1.6 Financial Stability of Proposerí 10%
- 6) Any explanation or statement which the bidder wishes to make must be placed in the same envelope with the proposal but shall be written separately and independently of the proposal and attached hereto. Unless the bidder so indicates, it is understood that the bidder is in strict accordance with the specification requirements.
- 7) The primary bid shall be based on the premise that NVMI will not be responsible for financing, holding title to, or licensing vehicles.
- 8) NVMI reserves the right to negotiate with the successful proposer.
- 9) Primary bid will be the basis of award.
- 10) The Contractor shall provide background checks [(Both Department of Justice and Federal Bureau of Investigation (DOV and FBI)] for any employee who works on a school bus and is in any way involved in the supervision of minor children. The Contractor shall also provide NVMI access to background check reports and results upon request. The Contractor shall notify NVMI, in writing, of its intention to hire any applicant with a past felony conviction. The proposer must specify how this requirement would be met.
- 11) All figures given for passengers, routes, or lengths of routes are based on data available for the 2018-2019 school year. Significant changes in subsequent years may be subject to re-negotiation under the escalation clause.
- 12) The minimum charge for regular routes will be for 180 days of service. It is also anticipated that NVMI will normally run at least 30 days of summer school requiring transportation to/from school, plus approximately 80 special trips for athletics, field trips, and other trips outside the scope of home/school transportation.
- 13) Bidders must satisfy themselves, upon examination of these specifications, as to the intent of the specifications. After submission of the proposal, no complaint or claim that there was any misunderstanding in regard to items listed for bidding will be entertained from either party.
- 14) All bids shall be deemed final, conclusive and irrevocable and no bid shall be subject to correction or amendment for any error or miscalculation.

- 15) Bidders must include with their bid an audited financial report for the most recent fiscal year. In addition, each bid shall also be accompanied by:
- A. A schedule for implementing the Agreement should your firm be selected as the successful Contractor. Your schedule should address:
 - 1. Inspection of vehicles, facility and equipment
 - 2. Occupation of terminal facility
 - 3. Recruitment/relocation, if necessary, of management and supervisory personnel
 - 4. Selection, any necessary training and employment of drivers
 - 5. Employee orientation, especially to NVMI routes and schedules
 - B. The corporate or individual history of the bidder.
 - C. A job description summarizing the experience and qualifications of each position primarily responsible for the performance of the contract, or if the contract manager has not been identified or hired, the qualifications necessary to fill the position.
 - D. An organizational chart showing the staffing and lines of authority for key personnel to be used in performing the contract.
 - E. A summary by narrative, brochure, chart or other means showing the bidder's special qualifications and philosophy which may give the bidder the ability to satisfy all bid requirements. Proposer must clearly demonstrate prior experience in the field of home-to-school, special event, and athletic transportation.
 - F. A listing of credit references, including at least three (3) trade or industry suppliers with whom you regularly deal.
 - G. Balance sheets for the last three consecutive years if requested by NVMI.
 - H. A statement regarding any petitions filed under the Bankruptcy Act or any state insolvency law or a receiver, fiscal agent, or similar officer appointed by a court for the business or property of the Contractor, a subsidiary or intermediary company, parent company, holding company, or any partnership in which the Contractor was a general partner at or within five (5) years before the time of such filing or such appointment.
 - I. A statement regarding any instances in which the Contractor, subsidiary or intermediary company, parent company or holding company has been indicted, accused or convicted of a crime or been the subject of a grand jury or criminal investigation. Statement must also list any order, judgment or decree of any court of competent jurisdiction permanently or temporarily enjoining it from, or otherwise limiting its participation in any type of business, practice or activity.
 - J. A list of at least two (2) school bus contracts held with at least 3 route buses. Examples used by proposers must have been continuous for a period of no less than three (3) years duration. Consideration may be made for prospective bidders unable to provide such a list,

but the inability of a firm to provide such a list will be evaluated negatively under the provisions of section 5.1.3 of this RFP.

- 16) The bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, county and other local government agencies, which may in any manner affect the performance of the contract, and in particular, such laws pertaining to safety. The Contractor, in performing under this contract shall not discriminate against any worker, employee or applicant, or any member of the public because of race, creed, color, age, sex or national origin, nor otherwise commit an unfair employment practice.
- 17) No contract shall be assigned or any part of the same subcontracted without written consent of the NVMI Board, but in no case shall such consent relieve the Contractor from his obligations, or change the terms of the contract.
- 18) Contractor shall maintain all equipment solely at their cost used in the transportation of students in accordance with laws and regulations of the State of California regarding school buses, and such equipment shall be maintained in good mechanical order at all times to pass California Highway Patrol and California Department of Motor Vehicles school bus inspections. Buses shall be kept in clean and sanitary condition and open to examination by NVMI at all times.
- 19) Contractor shall submit a description of the equipment that he proposes to use in carrying out the contract prior to the beginning of the school term including year, model, capacity, fuel type and any special equipment.
- 20) It is understood that all equipment furnished shall comply with all statutes, school bus specifications, and safety regulations in force, and that if any bus equipment owned by the Contractor fails at any time to comply in whole or in part during the term of the contract, it shall be replaced by the Contractor without expense to NVMI and without claims for adjustment per diem, or per trip, compensation.
- 21) If the successful proposer does not have adequate equipment at the time of award of the contract, the proposer shall present NVMI with a certified statement from an authorized dealer, manufacturer, or other reliable source, showing that all necessary equipment will be supplied and that all such equipment will be available on-site for use by the Contractor for performance of the contract at least seven (7) days prior to the first date that pupil transportation services are to be provided. Equipment must be ordered within 14 calendar days after NVMI's notification to the successful proposer(s) of approval of the School Board's award of the contract.
- 22) Standby buses, meeting the same specifications of the route buses, shall be available on-site to be used in the event any buses regularly transporting students shall be inoperable. Included in the requirement for spare buses shall be a minimum of 1 spare bus equipped with a wheelchair lift.
- 23) These bid specifications shall be affixed to the contract entered into with the Contractor, and shall be considered an integral part thereof. Should there be determined that there is contradiction between the bid specifications and Contract, terms and conditions as stated in the Contract shall prevail.
- 24) The Contractor agrees that each morning before any school buses are used for transportation, the driver shall inspect same carefully for defects, and remedy any defects before using said vehicles.

- 25) All vehicles shall be equipped with an operable two-way FM-UHF or VHF radio (not citizen's band) capable of reliably maintaining contact with a base station. For routes where two-way radio communications are disabled by way of geographical features, the Contractor will insure that the best effort possible is extended to passing messages from one bus to another.
- 26) NVMI is not responsible for storage or maintenance of any buses provided under this agreement.
- 27) It is understood that all buses and drivers hired by Contractor and operating under this agreement shall comply with all applicable laws of the State of California relative to school bus operator licensing and school bus inspections and safety. The Contractor is responsible for ensuring compliance with all California driver licensing requirements for School Pupil Activity Buses and/or School Buses as defined in California laws and regulations.

GENERAL CONDITIONS TO BIDDERS

- 1) The Contractor must adhere to all laws of the state of California, and shall observe and comply with all laws and regulations pertaining to Equal Employment Opportunity and Fair Employment Practices.
- 2) **SUB-CONTRACTS**
Contractors shall bid on all routes in connection with these specifications. It is unacceptable to the NVMI Board for the company to sub-contract any portion of the routes to other contractors.
- 3) **HOLD HARMLESS CLAUSE**
The Contractor agrees to indemnify, hold harmless and defend the North Valley Military Institute, their Board of Trustees, and all administrators, employees, agents, or servants of either or the School/District, against all suits, actions, legal proceedings, claims and demands, and against all damages, loss, costs, expenses and attorney's fees, in any manner, caused by, arising from, incidental to, connected with or growing out of the operation of this contract.
- 4) **COLLUSIVE BIDDING**
The Bidder certifies that his bid is made without any previous understanding, agreement or connection with any person, firm, or corporation making a bid for the same project, and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.
- 5) **PERSONNEL**
Transportation vehicles shall not be operated by anyone other than a person holding the required license issued to him/her by the State of California, and holding a school bus driver's certificate issued to him/her by the State of California. Driver shall follow the normal and usual instructions and requirements of the Superintendent and NVMI, and shall at all times comply with the motor vehicle laws of the State and all cities, counties, or other municipalities in which such vehicles may be operated and shall present such reports to aid NVMI as NVMI may request.

It is recognized that, for the protection of the children, drivers and all other persons coming in contact with the students must be of stable personality and of highest moral character.

The responsibility for hiring and discharging personnel shall rest entirely upon the Contractor. NVMI shall request in writing the removal of any driver in their service who in their opinion is not suitable to operate a bus.

The Contractor shall underwrite all costs incurred to provide qualified drivers. Such costs shall include all training, physical examinations, license and permit fees, recruitment and any other related fees.

6) SAFETY PROGRAM

The Contractor shall plan and administer a safety program in conformance with the State of California laws and regulations. The safety program must include, but is not limited to the following:

A. Bus Drivers

- 1) All driver applicants must meet acceptability requirements as indicated in California laws.
- 2) All drivers must participate in both classroom and on the road training programs devoted to safety, proper bus operation, rules and regulations, and first aid.
- 3) All drivers must participate in a defensive driving course as certified by the National Safety Council.
- 4) All drivers must be reviewed after thirty (30) days of employment and at least annually thereafter and must annually be given a review course on rules, regulations, safety, and first aid.
- 5) The Contractor shall investigate the driver's criminal record and Motor Vehicle Record with the State of California prior to hiring. Motor Vehicle Record (MVR) checks shall be conducted at least every six (6) months thereafter.
- 6) Driver's shall pass a physical examination (including drug screening) prior to hiring and thereafter as required by law.

B. A safety program for personnel will be conducted each month.

C. Students

- 1) The Contractor must assist and participate with NVMI in providing safety programs as needed for their students.
- 2) All bus routes, bus stops, operation of vehicles, and driver activities must be conducted with the safety of the students as the prime concern.
- 3) Contractor must provide training to the students of NVMI on the proper boarding, disembarking, bus riding procedures, and evacuation procedures at least twice per year.
- 4) The bus driver must continually monitor the behavior of all students to insure that safe bus riding procedures are being followed. If not, NVMI must be notified immediately.

The Contractor agrees the school administrators may, from time to time, ride a bus or otherwise observe the general operation of the bus service.

7) INSURANCE

Contractor shall carry, pay for, and keep in force, with a company or companies licensed to do business in California, comprehensive general liability and comprehensive automobile liability in minimum amounts of insurance as follows:

\$10,000,000 bodily injury and death and/or property damage combined single limit for each occurrence.

The Contractor shall provide Workers Compensation Insurance for its employees in statutory limits.

The policy of liability insurance will carry an endorsement upon the face showing the Board of Trustees, administrators, employees, agents and servants of NVMI, individually and severally, as additional insured under the policy.

The Contractor shall present and maintain current certificates of insurance throughout the term of the contract to NVMI giving evidence of the insurance coverage. A Certificate of Insurance or other evidence of insurability must be submitted with proposal.

Each insurance company shall agree not to terminate their coverage without thirty (30) days written notice to NVMI and to the Contractor, and to include this clause in the insurance policy and in the certificate of insurance.

8) ROUTES AND SCHEDULES

NVMI is providing the following proposed routes which can be negotiated with the contractor. NVMI will cooperate with the contractor by approving modifications to the routes or suggesting needed changes in a reasonable and timely manner.

Conflicts regarding eligibility of riders and stop locations will be decided by the Board of Trustees or its designee, the Superintendent. The contractor agrees to abide by all decisions of the Board in this area.

All schedules shall be in keeping with safety to school children so as to deliver students within a reasonable time (20 minutes) prior to the start of school and so as to deliver them to their respective stops within a reasonable time after the final loading of the bus.

The contractor and the Board of Trustees will jointly formulate a plan to publish approved routes on a yearly basis. Any cost associated with this publication will be paid for by NVMI.

9) REQUIRED RECORDS

The Contractor shall maintain complete and accurate records of all trips provided and all miles traveled under this contract, all disciplinary actions, and such other reports NVMI may request and/or such other reports which may be required under all applicable laws.

10) EMERGENCY CANCELLATION OF TRANSPORTATION

The Contractor will follow NVMI procedures for emergency cancellation of transportation in those cases where weather conditions may preclude the movement of buses.

11) CANCELLATION

In the event that either NVMI or Contractor shall willfully violate any of the covenants or duties imposed upon by this Agreement, such willful violation shall entitle the other party to terminate this Agreement. The party desiring to terminate for such cause shall give the offending party

ninety (90) days written notice to remedy the violation. If at the end of such time the party notified has not removed the cause of complaint or remedied the purported violation, then this Agreement shall be deemed terminated.

12) **CONTRACTOR NOT AN AGENT**

The Contractor shall not be held or deemed in any way to be an agent, employee, or official of NVMI, but rather an independent Contractor furnishing transportation services to NVMI.

13) **SUPERVISION OF LOADING AND UNLOADING**

The Contractor agrees that the driver of each bus shall supervise the loading and unloading of his/her bus at all pick-up and delivery points and the Contractor will provide office operation for reporting transportation problems, including providing a phone number for parents, students and NVMI staff to contact to report problems or request assistance.

14) **STUDENT MANAGEMENT**

Rules and regulations regarding bus passenger discipline shall be given to each student and to the Contractor by NVMI. When a passenger causes an undesirable situation on any bus, the driver shall report passenger's name and/or description of the situation to his supervisor, who shall, no later than the following day, turn in a report to NVMI. All vandalism damages to the Contractor's equipment or facilities will be the responsibility of the Contractor; however, NVMI will assist the Contractor in receiving restitution for damaged equipment.

15) **OPERATING EXPENSE**

The Contractor shall provide and compensate its drivers and other personnel and pay all expenses pertaining to operating the buses, such as State license, oil, lubrication, tires, antifreeze, all repairs and maintenance, storage, and washing, except fuel, which is specifically provided for herein.

16) **FUEL**

The Contractor shall provide fuel for the operation of the buses under this contract.

17) **EQUIPMENT**

At any and all times during the life of this contract, the average age of the bus fleet will not exceed six (6) years, and the maximum allowable age for any single vehicle is twelve (12) years old. All buses, including spares, will be diesel, electric, or hybrid powered.

An automated operation/maintenance recording system for each vehicle and vehicle category shall be in place in order to provide a basis for optimum fleet management. The Contractor will be responsible for maintaining these records.

18) **CONTRACT CONDITIONS**

Duration:

This agreement shall take effect July 1, 2019 and shall continue in force and effect until June 30, 2023, a period of four (4) years.

Compensation:

Transportation of students to and from school is required for a minimum of 180 days during the regular school term.

Escalation:

It is recognized: 1) that certain operational expenses of the Contractor, such as cost of materials, services and labor may change materially, up or down, during the contract term; 2) that such changes in cost cannot be determined in advance; 3) that without a realistic escalation clause in the contract, the parties must of necessity agree on a rate high enough to compensate for possible yet unknown added costs to cover the entire term of the contract; 4) that if an escalation clause is included in a contract which is fair and just to both the Contractor and NVMI, cost projections can be more accurate and the corresponding rate will be lower than it otherwise would be.

Therefore, the compensation for the services described herein are fixed for only the 2019-2020 school year, and the compensation for each subsequent school year of the term of the contract shall be adjusted by the percentage increase or decrease, if any, between the index number for all items for the month of February and March, and the month of June of the succeeding years of the contract as established by the Consumer Price Index, published by the United States Department of Labor Bureau of Labor Statistics. Any such increase, however, shall not exceed five percent (5%) in any one year, nor fall below three percent (3%) in any one year.

19) PROJECT DESCRIPTION

The following information is a summary of the NVMI current pupil transportation program needs. Contractors are to base their cost projections on duplicating this service within the requirements of the RFP.

TO AND FROM SCHOOL TRANSPORTATION:

NVMI provides four different bus lines to transport students to/from school. Each route currently serves between 50-75 middle school/high school students per route. These routes run all of the 180 regular school days PLUS generally also run at least 30 days for summer school. Here are the anticipated bus routes:

BUS #1 FOR PORTER RANCH/GRANADA HILLS

AM Pick Up

Stop #1: Rinaldi & Tampa 6:25 AM pick-up: In front of Whole Foods

Stop #2: Rinaldi & Reseda 6:28 AM pick-up: Intersection of Reseda and Rinaldi

Stop #3: Rinaldi & White Oak 6:31 AM pick-up: Before White Oak

Stop #4: Rinaldi & Balboa 6:35 AM pick-up: Before 76 gas station

Stop #5: Rinaldi & Woodley 6:40 AM pick-up: Metro stop before Woodley

Stop #6: Sharp Ave 6:45 AM pick-up: North Valley Occupational Center

Proceed to school

5:00 PM Drop Off

- Stop #6: Sharp Ave 5:20 PM drop-off: Providence Holy Cross Medical Center
- Stop #5: Rinaldi & Woodley 5:27 PM drop-off: After Chevron gas station
- Stop #4: Rinaldi & Balboa 5:33 PM drop-off: After Chevron gas station
- Stop #3: Rinaldi & White Oak 5:38 PM drop-off: Rancho del Valle
- Stop #2: Rinaldi & Reseda 5:45 PM drop-off: Across street from AM pick-up at Rinaldi & Reseda
- Stop #1: Rinaldi & Tampa 5:50 PM drop-off: Across street from Whole Foods

BUS #2 NORTHRIDGE

AM Pick Up

- Stop #1: Parthenia & Tampa 6:15 AM pick-up: In front of 19248 Parthenia St (apartment building)
- Stop #2: Parthenia & Reseda 6:20 AM pick-up: In front of Furniture Corner
- Stop #3: Parthenia & Balboa 6:27 AM pick-up: In front of 76 gas station
- Stop #4: Parthenia & Woodley 6:35 AM pick-up: Corner of 8660 Woodley (Exam Works Shopping Center)
- Stop #5: Parthenia & Sepulveda (70 students board at this stop) 6:42 AM pick-up: In front of McDonalds
- Stop #6: Roscoe & Mammoth 6:55 AM pick-up: Eastbound on Roscoe; at Carwash
Proceed to school

BUS #2 NORTHRIDGE

5:00 PM Drop Off

- Stop #6: Roscoe & Woodman Blvd 5:15 PM drop-off: Across Carwash
- Stop #5: Parthenia & Sepulveda 5:30 PM drop-off: Across McDonalds
- Stop #4: Parthenia & Woodley 5:37 PM drop-off: In front of Popeye's
- Stop #3: Parthenia & Balboa 5:48 PM drop-off: In front of ARCO gas station
- Stop #2: Parthenia & Reseda 5:55 PM drop-off: In front of Auto Zone
- Stop #1: Parthenia & Tampa 6:00 PM drop-off: In front of Urban Doors (shopping center)

BUS #3 SYLMAR

AM Pick-Up

Stop #1: San Fernando & Roxford 6:25 AM pick-up: In front of Black and White Inc shop

Stop #2: San Fernando & Polk 6:28 AM pick-up: In front of LA Metro stop (Ross Liquor)

Stop #3: San Fernando & Hubbard 6:31 AM pick-up: In front Western Motor Sport

Stop #4: San Fernando & Maclay 6:36 AM pick-up: Super Electronics

Stop #5: San Fernando & Desmond 6:38 AM pick-up: Arco Station (LA Metro stop)

Stop #6: San Fernando & Van Nuys 6:41 AM pick-up: In front of Fiearo Muffler

Stop #7: San Fernando & Osborne 6:45 AM pick-up: In front of LA Metro stop East bound

Proceed to school

BUS #3 SYLMAR

5:00 PM Drop Off

Stop #7: San Fernando & Osborne 5:14 PM drop-off: In front of LA Metro stop West bound

Stop #6: San Fernando & Van Nuys 5:18 PM drop-off: Metro Station across Fiearo Muffler

Stop #5: San Fernando & Desmond 5:21 PM drop-off: Across Arco Station

Stop #4: San Fernando & Maclay 5:25 PM drop-off: Across Super Electronics

Stop #3: San Fernando & Hubbard 5:30 PM drop-off: In front of Car Wash across Western Motor Sport

Stop #2: San Fernando & Polk 5:35 PM drop-off: LA Metro stop across Ross Liquor

Stop #1: San Fernando & Roxford 5:40 PM drop-off: In front of LA Metro stop

BUS #4 HOLLYWOOD AND BURBANK

AM Pick-Up

Stop #1: Santa Monica and Western 5:45 AM Pick up

Stop #2: Melrose and Vermont 5:55 AM Pick up

Stop #3: Burbank High School - 902 N 3rd St, Burbank 91502 6:10 AM pick-up: In front BHS

Stop #4: East Valley High School- 5525 Vineland Ave, NOHO 91601 6:25AM pick-up: In front of EVHS

Stop #5: Sun Valley Middle School- 7330 Bakman Ave, Sun Valley 91352 6:35 AM pick-up: In front of SVMS

Stop #6: Arminta Elem. School - 11530 Strathern St, NOHO 91605 6:45 AM pick-up: In front of Arminta Elementary

Proceed to School

BUS #4 BURBANK

5:00 PM Drop Off

Stop #6: Arminta Elementary School 5:10 PM drop-off: In front of Arminta Elementary

Stop #5: Sun Valley Middle School 5:15 PM drop-off: In front of SVMS

Stop #4: East Valley High School 5:30 PM drop-off: In front of EVHS

Stop #3: Burbank High School 5:45 PM drop-off: In front of BHS

Stop #2: Melrose and Vermont 6:15 PM drop-off

Stop #1: Santa Monica and Western 6:30 PM drop-off

In addition to the above transportation to/from school, NVMI normally has at least 80 special activity trips for field trips, athletics, and other extra-curricular activities during the school year. The number 80 represents 80 total buses (single trips may involve more than one bus). NVMI is interested in prospective contractors bidding on these special pupil activity bus trips in addition to the daily routes to/from school. A copy of the 2018-2019 listing of trips is provided as an example of the types and frequency and timing of such trips. NVMI would provide a listing of 2019-2020 trips not later than two weeks prior to the start of the school year and would provide any modifications to schedules not less than 48 hours in advance of scheduled trips.

DATE	DEPART TIME	RETURN TIME	# BUSES	# PAX	DESTINATION
26-Jul	8AM	4PM	1	40	Channel Islands ANG Base
4-Aug	6:30AM	3:30PM	2	80	La Habra Corn Festival Parade
24-Aug	4PM	11:30PM	2	100	Sage Hill High School, Laguna Beach
24 Aug	1PM	Drop off only	1	50	Camp Pendleton
26 Aug	4PM	Pick up only	1	50	Camp Pendleton
31-Aug	1PM	6:30PM	1	50	Canoga Park Faith Baptist School
7-Sep	3PM	11PM	1	50	Hesperia Christian High in Victorville
14-Sep	4PM	1030 PM	1	50	Sherman Oak CES
28-Sep	12:30PM	7PM	1	50	New Designs Charter South Los Angeles
20-Sep	1PM	6:30PM	1	50	Pierce College
27-Sep	1PM	6:30PM	1	50	Pierce College
4-Oct	1PM	6:30PM	1	50	Pierce College
11-Oct	1PM	6:30PM	1	50	Pierce College
18-Oct	1PM	6:30PM	1	50	Pierce College
14-Sep	5PM	11PM	1	50	Taper Forum Los Angeles
6-Oct	12NOON	7PM	3	150	Olympic/Vermont, LA Korean Festival Parade
13-Oct	12NOON	7PM	3	150	Montebello Parade
5-Oct	1230PM	5:30PM	1	50	Fulton College Prep, Van Nuys
12-Oct	3PM	1030PM	1	50	Jackie Robinson, Downtown Los Angeles
16-Oct	8AM	4PM	1	Shuttle	CSUN High Ropes Course
26-Oct	3PM		5	250	Drop off Camp Pendleton
28-Oct	Noon		5	250	Pick up Camp Pendleton
2-Nov	9AM	2PM	3	105	Natural History Museum
13-Nov	1230PM	5PM	1	50	Pico Rivera
16-Nov	1230PM	5:30PM	1	50	LA Mission College
8-Nov	8AM	NOON	3	105	Rose Bowl
15-Nov	2PM	6PM	1	50	El Cariso Park, Sylmar
1-Dec	3PM	11PM	3	150	Rolling Hills Estates

DATE	DEPART TIME	RETURN TIME	# BUSES	# PAX	DESTINATION
6-Dec	1:30PM	5PM	1	50	Hansen Dam
7-Dec	9AM	3PM	3	150	Museum of Tolerance, LA
7-Dec	3PM	11PM	3	150	Lynwood Parade
17-Dec	7AM	6PM	3	150	Santa Monica Pier
12-Dec	3PM	7PM	1	50	PUC Sylmar
14-Dec	3PM	7PM	1	50	PUC Sylmar
26-Dec	7AM		1	40	Drop off at Camp Roberts, Central CA
30-Dec	Noon		1	40	Pick up at Camp Roberts, Central CA
14-Jan	1PM	5:30PM	1	50	El Cariso Park, Sylmar
12-Jan	6AM	8PM	2	70	Kern River
18-Jan	9AM	3PM	2	80	Skirball Museum
11-Jan	1PM	5PM	1	50	PUC Sylmar
8-Feb	2PM		5	250	Camp Pendleton Drop off
10-Feb	Noon		5	250	Pick up Camp Pendleton
15-Feb	9AM	3PM	3	150	Getty Museum
18-Feb	4AM	2PM	8	400	Indio, Riverside National Date Festival Parade
TBD	1PM	6PM	1	50	PUC Sylmar
TBD	1PM	6PM	1	50	PUC Sylmar
TBD	1PM	6PM	1	50	PUC Sylmar
TBD	1PM	6PM	1	50	Winnetka Park
TBD	1PM	6PM	1	50	TBD
TBD	1PM	6PM	1	50	TBD
24-Mar	5AM	5PM	1	50	LA Marathon
TBD	1PM	6PM	1	50	TBD
TBD	1PM	6PM	1	50	TBD
TBD	1PM	6PM	1	50	TBD
TBD	1PM	6PM	1	50	TBD
TBD	1PM	6PM	1	50	TBD
TBD	1PM	6PM	1	50	TBD
TBD	1PM	6PM	1	50	TBD
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TBD	1PM	6PM	1	50	TBD
TBD	1PM	6PM	1	50	TBD
TBD	1PM	6PM	1	50	TBD
TBD	1PM	6PM	1	50	TBD
TBD	1PM	6PM	1	50	TBD
15-Mar	12NOON	6PM	1	50	Hudson Theatre Hollywood; Santa Monica Blvd
TBD	1PM	6PM	1	50	TBD
TBD	1PM	6PM	1	50	TBD
TBD	1PM	6PM	1	50	TBD
TBD	1PM	6PM	1	50	TBD
TBD	1PM	6PM	1	50	TBD

DATE	DEPART TIME	RETURN TIME	# BUSES	# PAX	DESTINATION
TBD	1PM	6PM	1	50	TBD
TBD	1PM	6PM	1	50	TBD
TBD	1PM	6PM	1	50	TBD
TBD	1PM	6PM	1	50	TBD
TBD	1PM	6PM	1	50	TBD
TBD	1PM	6PM	1	50	TBD
TBD	1PM	6PM	1	50	TBD
TBD	1PM	6PM	1	50	TBD
5-Apr	8AM	2PM	1	50	Placerita Canyon
24-Apr	8AM		1	50	Coach take to San Francisco Band Festival
25-Apr			1	50	Shuttle during day
26-Apr			1	50	Shuttle during day
27-Apr			1	50	Shuttle during day
28-Apr		6PM	1	50	Return from San Francisco
20-Jun	6AM		6	300	Drop off at Camp Pendleton
29-Jun	Noon		6	300	Pick up Camp Pendleton

**NORTH VALLEY MILITARY INSTITUTE
BUS TRANSPORTATION BID SUBMISSION**

Name of Contractor: _____

Bidders may bid on all or part of the bid package.

HOME SCHOOL TRANSPORTATION ROUTES

We bid the following amounts for the following route(s): (note that NVMI anticipates no more than 75 passengers per route per day).

ROUTE 1: Porter Ranch Granada Hills Bid is \$_____per day (round trip) per ___ pax bus

ROUTE 2: Northridge Bid is \$_____per day (round trip) per ___ pax bus

ROUTE 3: Sylmar Bid is \$_____per day (round trip) per ___ pax bus

ROUTE 4: Hollywood and Burbank Bid is \$_____per day (round trip) per ___ pax bus

SPECIAL ACTIVITY BUS TRANSPORTATION

We bid \$_____ for each five hour trip for a ___ passenger bus plus \$_____ for each additional hour or portion thereof.

Signature of Bidder's Authorized Representative

Printed Name

Be sure to include the information required under #15 of Instructions to Bidders in the RFP.