

SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER

**Call for Proposals  
Bus Transportation**

DATE/TIME FOR SUBMITTAL OF PROPOSAL:

January 6, 2022  
3:00 p.m.

PLACE FOR SUBMITTAL OF PROPOSALS:

Southern California Regional Occupational Center  
Superintendent's Office  
2300 Crenshaw Blvd.  
Torrance, Ca 90501

**NOTICE IS HEREBY GIVEN** that the **SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER**, acting by and through its Board of Education, hereinafter "the District," will receive up to, but not later than, the above-stated date.

1. **Submittal of Proposals.** Only Proposals submitted in a sealed envelope to the Superintendent, Atlas Helaire, Ed.D., at 2300 Crenshaw Blvd., Torrance, CA 90501 will be considered.
2. **Award of Contract.** The contract for the work, if awarded, will be by action of the District's Board of Education.
3. **Responsive Bid Proposal.** A responsive Proposal shall mean a Proposal that conforms, in all material respects, to the RFP.
4. **Workers' Compensation Insurance.** Pursuant to California Labor Code §3700, the Workers' Compensation Insurance for its employees engaged in the work of the contract. The successful company shall sign and deliver to the District the following certificate prior to performing any of the work under the contract:

"I am aware of the provisions of §3700 of the California Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that Code and I will comply with such provisions before commencing the performance of the work of the contract."

The form of such certificate is included as part of the contract documents.

5. **Anti-Discrimination.** It is the policy of the District that 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 or marital status. All companies agree to comply with the

District's anti-discrimination policy and all applicable Federal and California anti-discrimination laws including by not limited to the California Fair Employment & Housing Act beginning with California Government Code §§12940 et seq. and California Labor Code §1735. In addition, all companies agree to require like compliance by a Subcontractor employed by them on the work of the contract.

6. **Company's Qualifications.** Each company shall submit with its Proposal the Reference Sheet and company's qualifications, which is included within the contract documents. All information required on the Reference Sheet shall be complete and accurate. Any Proposal not accompanied by the Reference Sheet and Company's Qualifications with all information required and bearing the signature of the company's duly authorized representative under penalty of perjury will render the Proposal non-responsive and rejected. If the District determines that any information provided by a company in the Proposal Documents, Company's Qualifications, and/or Reference Sheet is false or misleading, or is incomplete so as to be false or misleading, the District may reject the Proposal submitted by such company as being non-responsive.
  
7. **Fingerprint Certificate.** In accordance with Education Code §45125.1, the successful Company will be required to execute the Fingerprint Certificate for those drivers/employees providing services to students included with the contract documents concurrently with the Company's execution of the Agreement. The successful Company shall comply with the terms and requirements of the Fingerprint Certificate and Education Code §45125.1; failure to comply will result in penalties, including without limitation, termination of the Agreement and the suspension of payments of the contract price otherwise due under the contract documents.

Description of Services Requested:

BUS CAPACITY

56 + Passenger (Transit)

Size of Bus may vary depending on ridership

12:00-4:30

Home School to Center

Center to Job Sites

Job Sites to Center

Center to Home Schools

4 buses minimum

BUS CAPACITY

56 + Passenger (Transit)

Size of Bus may vary depending on ridership

2:50-7:30 pm

Home School to Center

Center to Job Sites

Job Sites to Center

Center to Home Schools

4 buses minimum

Rate for 5 Hours \_\_\_\_\_

Hourly Rate over 5 Hours \_\_\_\_\_

February 7, 2022 – June 2, 2022

SIGNATURE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

TITLE \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX # \_\_\_\_\_

DATED \_\_\_\_\_

## SPECIFICATIONS AND CONDITIONS

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1. Contractor shall not, under any circumstances, assign any contractual responsibility to any other person or Contractor without approval of the District.
2. Contractor shall invoice the District monthly for all services rendered. Invoices are to be sent to the attention of the Business Office. All paperwork under the terms of the contract shall bear the contract number and purchase order number.
3. All buses to be used in service under Part A shall be approved and certified as school buses by authorized representatives of the California Highway Patrol prior to their use under this contract. They shall at all times during the contract period comply in all respects with pertinent provisions of the California Vehicle Code, State of California Education Code, and any and all public law enforcement and regulation agencies.
4. Drivers employed by the Contractor shall be duly licensed as prescribed by the California Vehicle Code and regulations of the California Highway Patrol. Drivers shall be subject to removal by the District for cause.
5. The Contractor shall, prior to the effective date of the contract, insure jointly the liability of said Contractor and of the District for injury or death of person or persons and damage to property in the amount of \$5,000,000.00 combined single limits. Said insurance shall be carried with an insurance company authorized to transact business of such insurance in the State of California and satisfactory to the Southern California Regional Occupational Center.

The Contractor shall maintain adequate workman's compensation insurance on behalf of all his employees and shall file with the District certificates issued by his insurance carrier as evidence that such insurance is in effect at all times during the period of the contract.

Not less than fifteen [15] days before new or renewed coverage is required, the Contractor shall furnish Certificates of Insurance for each policy on liability coverage and workers' compensation coverage. Certificates shall provide that a thirty [30] day Notice of Cancellation will be given to the District.

6. **All buses** used in service must be equipped with a properly working 2-way radio or cellular phone so that direct communication can be established at all times with the Transportation Supervisor at the Southern California Regional Occupational Center.
7. It shall be understood and agreed by both parties that the Contractor or its employees, while engaged in transporting the students, is an independent Contractor and is not an officer, agent or employee of the Southern California Regional Occupational Center.

8. If Contractor is awarded the primary contract and unable to price the specified number of buses, drivers or equipment, the District will obtain services from a secondary awarded Contractor.
9. From the nature of the services to be rendered, the Contractor and the District agree that it is extremely difficult to fix actual damages that may result from failure on the part of the Contractor to perform any of its obligations herein and the resulting loss to the District. Therefore, both parties agree that the Contractor's liability should be limited to and fixed at the sums stated below, as liquidated damages and not a penalty, and this liability shall be exclusive of any other remedy to be deducted automatically by the District from Contractor's invoices for the period on which it occurred.
  - a. Bus arrives late to any pick up or drop off by 15 minutes from the times scheduled by the District. [\$60.00 – Additional charge of \$30.00 for every 15 minutes thereafter]
  - b. Bus (both route and trip buses) is not equipped with a properly working 2-way company radio [\$60.00 per occurrence]
  - c. Daily Bus Report (DBR) is not received within three (3 working days from the day of service. [\$30.00 per day starting on the 4<sup>th</sup> day and accruing daily until DBR is received]
  - d. Contractor dispatch fails to notify District dispatch that a route or trip will be late to first stop (route bus) or pick up point (field trip/activity bus). [\$60.00 per occurrence]
  - e. If Contractor dispatch or driver (bus route) fails to report to District that a route is cancelled a minimum of 30 minutes prior to the first scheduled pick-up time. [\$150.00 per occurrence]
  - f. Contractor fails to provide the appropriate bus type as specified by the District. [\$80.00 per occurrence]
  - g. Contractor cancels a trip (field trip/activity bus) after the trip has been arranged and confirmed. [\$150.00 per occurrence]
  - h. Contractor driver fails to show for a regular route assignment (route bus) or previously arranged trip (field trip/activity bus), or runs so late that the District has to provide coverage. [\$150.00 per occurrence]
10. Contractor billing time for home school to Center routes starts at the 1<sup>st</sup> pick-up and ends at the last drop off location.

Billing for Field Trip buses starts at the first pick up location and ends at the last drop off.

11. **COVID-19 Protocols for K-12 Schools.** Source: COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH ORDER OF THE HEALTH OFFICER. Reopening Protocols for K-12 Schools: Appendix T1.  
[http://www.publichealth.lacounty.gov/media/Coronavirus/docs/protocols/Reopening\\_K12Schools.pdf](http://www.publichealth.lacounty.gov/media/Coronavirus/docs/protocols/Reopening_K12Schools.pdf)

- a. Employee Screening: Health screenings must be conducted before bus drivers enters their workspace. Entry screening should include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee is currently under isolation or quarantine orders. Temperature checks are recommended if feasible.
- b. Communication of Exposure: Transportation Company must notify SoCal ROC's main contact immediately if a driver test positive for COVID-19 to determine any possible exposures and to complete proper communication protocols as directed by the LACDPH.
- c. Face Mask Requirement: An appropriate face mask which covers the nose and mouth must be worn by the driver and students at all times when in contact or likely to coming into contact with others.
- d. Physical Distancing: For situations when physical distancing may not be feasible (e.g., very full bus), the importance of 100% mask adherence is critical. Consider maintaining measures to promote physical distancing of students on school busses whenever possible. These measures may include:
  1. Seating one child per bus seat.
  2. Use of alternating rows.
  3. Open windows as air quality and rider safety concerns allow.
- e. Hand Sanitizer: Measures must be in place to ensure proper hand hygiene. If drivers are not able to wash hands frequently, hand sanitizer effective against COVID-19 (containing at least 60% ethanol) is available for use.
- f. Disinfecting Buses: Buses transporting students must be cleaned and disinfected regularly using cleaning products that are effective against COVID-19 (these are listed on the Environmental Protection Agency (EPA)-approved list "N") are used according to product instructions.

12. Termination of contract. If the Contractor at any time during the period of this contract fails to perform satisfactorily, or to furnish safe, clean and adequate equipment or personnel, or otherwise fails to comply with its terms, the District may, upon thirty days written notice, cancel the contract in its entirety or in part and may procure services elsewhere.

The District will notify the Contractor in writing of unsatisfactory performance and will stipulate if the action is not corrected, then this would be grounds for termination.

13. Force Majeure. The Contractor shall be excused from performance hereunder during the time and to the extent that the Contractor is prevented from performing in the customary manner by act of God, fire, strike, loss of transportation facilities, lockout, or commandeering of materials, products, plant or facilities by the government, when satisfactory evidence thereof is presented to the District.

14. This contract may be a renewable contract, if mutually agreeable to both parties.



SOUTHERN CALIFORNIA  
REGIONAL  
OCCUPATIONAL  
CENTER

**BUS TRANSPORTATION**  
**PACKET PICKUP TRACKING**

**PROPOSALS RECEIVED - DUE BY 5:00 P.M. JANUARY 6, 2022**

Please only provide references for customers currently using your product.

COMPANY NAME	CONTACT NAME AND ADDRESS	PHONE NUMBER

SUBCONTRACTOR NAME	LICENSE NUMBER