



Superintendent:
Joseph C. Barrow, Jr., Ed.D.

Where Excellence and Creativity Merge

Board of Education:
Scott Hollowell, Chairman
Roy Rabold, Vice-Chairman
Brian Anderson
Barry Marchman, Ph.D.
Leonard Presberg

May 6, 2019

Enclosed with this letter you will find a Fayette County Public Schools (hereinafter FCPS) Charter Bus Company Application. The packet must be completed in full and returned. All applications will be reviewed and every company that is approved will be placed on the "Approved Charter Bus Company" list our schools select from.

Only companies that have a "satisfactory" rating on the Georgia Department of Public Safety web site are eligible to be vetted for approval to be on the Fayette County School District "Approved Charter Bus Company" list.

Approved companies will be placed on the list with an annual time frame of June 30 to July 1. Each year, the companies on the approved list will be required to renew their application. Your company must provide our office an updated and correct copy of your proof of insurance as detailed in the application.

The completed application packet should be returned to:

Goza Road Operations Center
Transportation Department
Attn: Carolyn Hausser
939 Goza Rd
Fayetteville, GA 30215

Should you have any questions, feel free to contact Carolyn Hausser at 770-460-3520 ext. 1606

Thank you.

Roxane Owen
Director of Transportation

APPLICATION FOR APPROVED CHARTER BUS LIST

(MASTER AGREEMENT)

1. SCOPE

The objective of this application is to create a list of qualified charter bus companies to transport students, faculty, staff and chaperones for field trips and special events.

For the term of the agreement qualified vendors must:

- A. Comply with all Fayette County Board of Education Board policies
- B. Comply with all Georgia Department of Transportation rules and regulations
- C. Maintain a Georgia Department of Transportation "Satisfactory" rating
- D. Maintain a Georgia Department of Public Safety "Satisfactory" rating
- E. Maintain Insurance, meeting or exceeding specifications stated in application
- F. Comply with all Federal Motor Carrier Safety Administration (FMCSA) regulations
- G. Maintain a FMCSA "Satisfactory" rating

No guarantee will be made as to the amount of business that will be awarded as a result of this application.

2. OVERVIEW OF THE SCHOOL SYSTEM

As of the 2019-2020 school year, the FCBOE has five high schools, five middle schools and fourteen elementary schools.

3. APPROVED LIST

Applications will be evaluated based on (1) compliance to all requirements stated in application, (2) business stability and (3) on-site evaluation.

4. TERM OF AGREEMENT

The term of this agreement shall be from July 1, 2019 through June 30, 2020.

5. ANNUAL REQUIREMENTS

Qualified vendors must maintain and update records for the term of the agreement. Records will include but not be limited to, inspection records, Fayette County Board of Education Department of Transportation records, all FMCSA and Georgia Department of Public Safety records, insurance records and vendor internal policy changes. Failure to maintain may result in removal and the need for re-application.

6. MASTER AGREEMENT

The Fayette County Board of Education (FCBOE) will enter into a master agreement with all vendors listed on the qualified vendor list. The master agreement will include all general and special terms and conditions listed within this application document and on the FCBOE website.

7. ADDITIONAL TERMS AND CONDITIONS

No other terms and conditions included with this application shall be evaluated or considered; any and all such additional terms and conditions shall have no force and effect and are inapplicable in all resulting service. If submitted either purposely through intent or design or inadvertently separately in transmittal letters, specifications, literature, pricelists or warranties, it is understood and agreed the general and special conditions in this solicitation and Fayette County Board of Education website are the conditions applicable and the applicant's authorized signature affixed to the application attests to this.

8. SCHEDULING TRIPS

The qualified charter bus vendor list will be available to all schools within Fayette County Public Schools. Vendors will be contacted on an as needed basis.

Per the master agreement, vendor will submit a sub contract to the schools(s). The school principal will have the authority to sign the contract and process the required payments. The school principal will also have the authority to cancel contracts per the terms of the master agreement.

9. APPLICANTS RESPONSIBILITY

Before submitting an application, each applicant is required to carefully examine the application and to completely familiarize themselves with all the terms and conditions. Ignorance on the part of the applicant will in no way relieve them of any of the obligations and responsibilities.

10. ESTIMATED DOLLAR VALUE

No guarantee as to the dollar amount of future contracts is implied or given.

11. CORRECTIONS

All corrections of unit prices must be initialed. This includes the use of correction fluid (white out) or any other method of correction.

12. DEFAULT

In the event that the awarded vendor should breach this contract, Fayette County Public Schools reserves the right to seek all remedies in law and/or equity.

13. CANCELLATION

In the event the awarded vendor violates any of the provisions of this application, the Superintendent, Director of Transportation or their designee will give written notice to the vendor stating the deficiencies and unless the deficiencies are corrected within 10 days, recommendation will be made by the Transportation Department for immediate cancellation. Upon cancellation, hereunder the FCBOE may pursue any and all legal remedies as provided here in by law. The FCBOE reserves the right to terminate any master agreement resulting from this invitation at any time and for any reason upon giving 30 days prior written notice to the other party. If said master agreement should be terminated for convenience as provided herein, the FCBOE will be relieved of all obligations under said contract. The FCBOE will only be required to pay the vendor the amount of the master agreement actually performed to the date of termination.

14. COMPLIANCE WITH LAWS

All services equipment and supplies furnished in this contract must comply with all applicable federal, state and local laws, codes and regulations.

15. REJECTION OF APPLICATION

Failure to observe the above instructions and conditions will constitute grounds for rejection of this application by the FCBOE.

16. LOBBYING

Bidders are hereby advised that they are not to lobby with any FCBOE system personnel or board members related to or involved with this invitation for application. All oral or written inquiries must be directed through the Transportation Department.

17. SUB CONTRACT

A vendor may only subcontract with a vendor on the Fayette County School District Approved List of Charter Bus Companies.

18. EMERGENCIES/BREAKDOWNS

Include with response any company procedures that exist for roadside emergencies and breakdowns.

19. INSURANCE REQUIREMENTS

Attach a current certificate of insurance evidencing auto liability of a minimum limit of \$1,000,000 combined single limit split limit of \$500,000 person and a \$1,000,000 accident bodily injury. Insurance provider must have an AM Best rating of A+ or better. Vendors meeting the criteria for the Approved vendor list must be able to provide an insurance certificate meeting the aforementioned limits naming the Fayette County Board of Education as additional insured. Qualified vendors must also agree to provide a minimum of 10-day notice of cancellation of insurance coverage.

20. CERTIFICATION

Attach a copy of the Official Letter of Certification from the Department of Motor Vehicle Safety.

21. CONTRACT

For the purpose of evaluation of the application, attach a sample contract agreement that the school principal will be required to sign.

22. SITE INSPECTION

The director of Transportation or his/her designee will make a site visit to the charter bus company. During the visit the vendor will be expected to furnish the following information:

- A. Employer Information – Driver
 - a. Records showing that all drivers have a current CDL with the appropriate ratings to drive charter buses.
- B. Fleet Information
 - a. Vehicle information including, but not limited to:
 - i. Complete list of all vehicles owned by the vendor containing year, make, model, VIN number and license tag number
 - ii. Complete list of all vehicles leased by the vendor containing year, make, model, VIN number and license tag number
 - b. Periodic safety inspection reports for all vehicles.

23. EVALUATION

The attached “Charter Company Evaluation” will be completed by the trip leader after each trip.

24. DELIVERY OF APPLICATIONS

For mailing purposes please address to: Goza Road Operations Center; Transportation Department; Attention: Carolyn Hausser; 939 Goza Rd., Fayetteville, Ga. 30215

ATTACHMENT 1
SCHOOL LOCATIONS

SCHOOL NAME	ADDRESS	CITY, STATE, ZIP
<i>High Schools</i>		
Fayette County High	One Tiger Trail	Fayetteville, GA 30214
McIntosh High School	201 Walt Banks Road	Peachtree City, GA 30269
Sandy Creek High School	360 Jenkins Road	Tyrone, GA 30290
Starr's Mill High School	193 Panther Path	Fayetteville, GA 30215
Whitewater High School	100 Wildcat Way	Fayetteville, GA 30215
<i>Middle Schools</i>		
Bennett's Mill Middle School	210 Lester Road	Fayetteville, GA 30215
Flat Rock Middle School	325 Jenkins Road	Tyrone, GA 30290
J.C. Booth Middle School	250 Peachtree Parkway South	Peachtree City, GA 30269
Rising Starr Middle School	183 Panther Path	Fayetteville, GA 30215
Whitewater Middle School	1533 Highway 85 South	Fayetteville, GA 30215
<i>Elementary</i>		
Braelinn Elementary School	975 Robinson Road	Peachtree City, GA 30269
Cleveland Elementary School	190 Lester Road	Fayetteville, GA 30215
Crabapple Lane Elementary School	450 Crabapple Lane	Peachtree City, GA 30269
Fayetteville Elementary School	490 Hood Avenue	Fayetteville, GA 30214
Huddleston Elementary School	200 McIntosh Trail	Peachtree City, GA 30269
Inman Elementary School	677 Inman Road	Fayetteville, GA 3015
Kedron Elementary School	200 Kedron Drive	Peachtree City, GA 30269
North Fayette Elementary School	609 Kenwood Road	Fayetteville, GA 30214
Oak Grove Elementary School	101 Crosstown Road	Peachtree City, GA 30269
Peachtree City Elementary	201 Wisdom Road	Peachtree City, GA 30269
Peeples Elementary	153 Panther Path	Fayetteville, GA 30215
Robert J. Burch Elementary School	330 Jenkins Road	Tyrone, GA 30290
Sara Harp Minter Elementary School	1650 Highway 85 South	Fayetteville, GA 30215
Spring Hill Elementary School	100 Bradford Square	Fayetteville, GA 30214



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**APPLICATION FOR
APPROVED CHARTER BUS LIST**

Directions:

Application should be type written. Responses should not be handwritten except manual signature as required.

1. Company Name:

Telephone:

Company's mailing address:

Representative:

Email address:

Web Address:

2. Non-Discrimination

The authorized company representative certifies that neither the company nor any of its suppliers discriminates against any employee or applicant for employment because of race, religion, color, sex, or national origin.

Authorized Signature (Manual)

Printed

APPLICATION FOR APPROVED CHARTER BUS LIST

3. Company History:

- a. US DOT Identification number:
- b. List any other DBA or affiliate names:

- c. Date of Official Certification:
- d. Number of years company has been in business:
- e. Safety Compliance Officer:
- f. Safety Compliance Officer telephone number:

Check the appropriate answer for the questions below:

- g. Is your company or an affiliate currently under investigation by any state or federal agency? If yes, provide a written letter of explanation. YES NO
- h. During the past 24 months, has your company or affiliate received any letters or any other communication from any state or federal agency concerning non-compliance with state or federal laws? This includes, but is not limited to, DOT, DOL, IRS or any other state or federal agency. If yes, provide written letter of explanation. YES NO
- i. Has your company or affiliate filed bankruptcy during the past five years? On a separate sheet of paper, provide a brief history of the company including the present organizational structure of the firm, if the firm is a partnership, indicate the name of all partners; if incorporated indicate where and when. A minimum of five years in business is required. YES NO

APPLICATION FOR APPROVED CHARTER BUS LIST

4. References

Provide contact information for all school districts in the State of Georgia with which the bidder has done business. If a school district has a master contract or approved charter bus list, then provide contact information for the contract officer/administrator that oversees the contract. If a school district does not have a master contract or Approved charter bus vendor list, then provide contact information for at least one school within the district with which you have done business.

School District: District Contact
Mailing Address: Contact's Title:
Telephone:
FAX:

Email Address:

School District: District Contact
Mailing Address: Contact's Title:
Telephone:
FAX:

Email Address:

School District: District Contact
Mailing Address: Contact's Title:
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Email Address:

APPLICATION FOR APPROVED CHARTER BUS LIST

5. Fleet Information

- a. List number of standard buses owned and operated by vendor.
- b. List number of standard buses leased and operated by vendor.
- c. List number of lift buses owned and operated by vendor.
- d. List number of lift buses leased and operated by the vendor.

Driver Information

- e. List number of full time drivers with CDL employed by vendor.
- f. List the number of part time drivers with CDL employed by vendor.

6. Will the vendor transport oxygen or special apparatus? Provide a list below of the items that may and may not be transported:

7. What other accommodations will the vendor make to accommodate handicapped passengers?

8. Are there any destinations/events where the bidder will not travel? YES NO
If yes, list destinations/events:

9. Fleet amenities

List the optional amenities that are available and operative on the vehicles: e.g., restroom facilities, audio/visual equipment such as television, DVD player, WIFI. For each item indicate if it is available and operative on all vehicles or limited to only some vehicles.

Restroom Facilities Wi-Fi
DVD Player Other – Please list

10. Fleet maintenance

If maintenance is outsourced to another company, complete the information below. Attach additional pages as needed.

Company

Contact Name

Contact Title

Address

City, State, Zip

Telephone

FAX

11. Include with your response, Roadside/Emergency breakdown and accident procedure.

All Trip Leaders will be required to complete the following evaluation.

Charter Company Evaluation

Charter Company

Name: _____ Trip # _____ Trip date _____

Trip Destination _____

Trip Leader Name: _____ Trip Leader Phone # _____

School _____ Group _____

The Trip Leader should complete a Departure Checklist: VEHICLE WALKAROUND

- Windows - clean, not cracked or broken
- Interior lights - working properly
- Headlights, Tail lights/brake lights - working properly, no outages
- Horn - works
- Tires - NO slick tires
- Fire extinguisher(s) - Charged
- Copy of the annual safety inspection (sticker or paper)

The Trip Leader should check DRIVER INFORMATION

- Valid CDL with passenger (P) endorsement
- Valid medical certificate (pocket card)
- Drivers duty status; ask the driver if they have enough hours remaining to perform the trip.
- Vehicle registration card (Make sure license plate and VIN# matches the registration card)

Were the items on the vehicle walk around acceptable? YES NO

Were the driver/bus documents acceptable? YES NO

Were the appearance and behavior of the driver(s) professional? YES NO

Was the driver punctual? YES NO

Did your trip require more than one driver? YES NO

Were the bus amenities in working order (ie. WiFi, TV)? YES NO

Were restroom facilities clean and working properly? YES NO

Did you arrive at your destination on time? YES NO

Did the company you hired sub contract the trip to another company? If so, who? YES NO

Is there any other information that should be considered by future trip leaders?
