Charlottesville City Schools

INVITATION FOR BIDS

Issue Date: 09/07/2021

Title: Student Transportation Partnership

Issuing Agency: Charlottesville City Schools
1562 Dairy Road
Charlottesville, VA 22903
ATTN: Kim Powell
Telephone: 434-245-2944
FAX: 434-245-2603
Email: Greenj1@charlottesvilleschools.org

Bids will be received no closing date for furnishing the services described herein. Names will be added to our list of other options for Student Transportation.

All inquiries for information should be directed to:
Name Julia Green
Phone 434-245-2944

IF BIDS ARE MAILED, SEND DIRECTLY TO Issuing AGENCY SHOWN ABOVE. IF BIDS ARE HAND DELIVERED, DELIVER TO SAME ADDRESS.

In compliance with this Invitation for Bids and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services at the price indicated in the enclosed bid.

Name and Address of Firm:

__________________________________________________________

Date: __________________

__________________________________________________________

By: ____________________

Signature in Ink

Title: ____________________

Contact Information:

Name

__________________________________________________________

Phone

__________________________________________________________

Email

__________________________________________________________

Zip Code Telephone Number: (___)________

FEI/FIN NO. Fax Number: (___)________

Contractor Does ____ Does Not consider his firm to be a minority owned business.

Contractor Is ______ Is Not certified as a minority business by the Virginia Department of Minority Business Enterprise.
To Whom it may concern,

We are reaching out to you with an opportunity to partner with us to improve transportation options for Charlottesville City Schools' (CCS) families. Attached to this letter is a sample of the bid forms we will be issuing for transportation routes that are needed for a range of dates. You will see that the form includes the following information:

- Pick-up address and time frame (the time frame will be a 10 minute window)
- Drop off address(es) and times
- Start date and end date for the service

You will have 24 hours to respond to each bid request. If your company submits an acceptable bid:

1. We will issue a confirmation number to you for the specific pending fare and we will forward your contact information to the family.
2. It is the family's decision to use your service. The family will contact you with the confirmation number if they decide to begin the service and select your company, and they may provide a contact phone number.
3. You will return the form to us with the service start date after you are contacted by the family.
4. You will invoice CCS weekly for the pre-approved fares. CCS will validate fares using student attendance records and will not pay the full fare for any date that cannot be validated by the schools' student attendance records for at least one of the students listed for transport.
5. If you arrive at the pick-up location and no one is there during the specified pick-up time frame, you need to immediately notify CCS at the phone number provided on the bid form. You may invoice 50% of the fare if you call to report the "no show" at the time it happens.
6. CCS will issue payment within 10 business days of receipt of invoice. Invoices may be submitted via mail, fax, or email. CCS issues electronic payments weekly and check payments every two weeks.
7. The bid form will typically specify that an adult must be present to accompany the student(s) for the fare, so most fares will be a round trip that includes picking-up and returning the adult passenger.

In order to participate in this program to receive bid opportunities please submit the attached application form with the following 3 documents:

1. Proof of license to operate a taxi service in Virginia
2. Proof of insurance
3. W-9

By participating in this bid program, your company will also be considered for other emergency transportation needs. These are not daily routes, but you will be eligible to receive calls from CCS to pick-up non-recurring fares and then bill CCS directly for these trips as well.

Thank you for your interest in working with Charlottesville City Schools.
<table>
<thead>
<tr>
<th>Pick-up &amp; Drop-Off Address</th>
<th>Pick-up Time Frame</th>
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<tbody>
<tr>
<td>Adult Passenger Name(s)</td>
<td>Total Number of Passengers</td>
</tr>
<tr>
<td>Notes/Special Needs</td>
<td>Phone Number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Name</th>
<th>School &amp; Address</th>
<th>Drop-Off Time</th>
<th>Pick-Up Time</th>
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(Mileage & Time Estimates from Google Maps)

<table>
<thead>
<tr>
<th>Estimated Round Trip Miles</th>
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<tbody>
<tr>
<td>Estimated Round Trip Time</td>
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BID

 Confirmation Number (if Bid accepted by CCS, this is the number the family must provide if they call to initiate service)

Bidder Information:

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<tr>
<th>Company Name</th>
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<tbody>
<tr>
<td>Contact Name</td>
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<tr>
<td>Phone Number</td>
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List of Schools

Charlottesville High School
Principal: Dr. Eric Irizarry
1400 Melbourne Road, Charlottesville, VA 22901
charlottesvilleschools.org/chs
434-245-2410 | Attendance: 434-245-2697 | Fax: 434-245-2610

Buford Middle School
Principal: Mr. Rodney Jordan
1000 Cherry Avenue, Charlottesville, VA 22903
charlottesvilleschools.org/buford
434-245-2411 | Fax: 434-245-2611

Walker Upper Elementary School
Principal: Dr. Adam Hastings
1564 Dairy Road, Charlottesville, VA 22903
charlottesvilleschools.org/walker
434-245-2412 | Fax: 434-245-2612

Burnley-Moran Elementary School
Principal: Dr. Elizabeth Korab
1300 Long Street, Charlottesville, VA 22901
charlottesvilleschools.org/burnley-moran
434-245-2413 | Fax: 434-245-2613

Clark Elementary School
Principal: Mr. Muggsie Marini
1000 Belmont Avenue, Charlottesville, VA 22902
charlottesvilleschools.org/clark
434-245-2414 | Fax: 434-245-2614

Greenbrier Elementary School
Principal: Ms. Dina Fricke
2228 Greenbrier Drive, Charlottesville, VA 22901
charlottesvilleschools.org/greenbrier
434-245-2415 | Fax: (434)-288-0387

Jackson-Via Elementary School
Principal: Dr. Justin Malone
508 Harris Road, Charlottesville, VA 22903
charlottesvilleschools.org/jackson-via
434-245-2416 | Fax: 434-245-2616
Johnson Elementary School
Principal: Ms. Summerlyn Thompson
1645 Cherry Avenue, Charlottesville, VA 22903
charlottesvilleschools.org/johnson
434-245-2417 | Fax: 434-245-2617

Venable Elementary School
Principal: Dr. Erin Kershner
406 14th Street NW, Charlottesville, VA 22903
charlottesvilleschools.org/venable
434-245-2418 | Fax: 434-245-2618

Lugo-McGinness Academy
Administrator: Ms. Jill Dahl
341 11th Street, NW, Charlottesville, VA 22903
434-245-2406