



SAN MATEO-FOSTER CITY
SCHOOL DISTRICT

REQUEST FOR PROPOSAL

STUDENT TRANSPORTATION SERVICES

RFP #19-001

San Mateo-Foster City School District
1170 Chess Drive
Foster City, CA 94404



SAN MATEO-FOSTER CITY SCHOOL DISTRICT

NOTICE IS HEREBY GIVEN THAT THE SAN MATEO-FOSTER CITY SCHOOL DISTRICT (SMFCSD) of San Mateo County, California, acting by and through its Governing Board, is requesting proposals for Student Transportation Services.

Sealed Proposals packages will be received until June 10, 2019 at 2:00 PM, at the SMFCSD District office, located at 1170 Chess Drive, Foster City, CA 94404. Any proposal package that is submitted after this time shall be deemed non-responsive and returned unopened to the Responder. All proposals shall be made and submitted only on the forms provided by the District and shall be submitted in sealed packages clearly marked: Student Transportation Services Request for Proposal, RFP #19-001. Proposals may be submitted by U.S. Mail, hand-delivered or via overnight delivery service to the District Office.

Responders shall submit proposals for transportation services for General Education Students and Special Education Students. Proposals must conform and be responsive to the Contract Documents. Proposal packets including the Proposal documents, copies of the Contract, current school bus schedule and school lists and addresses available on the District website at:

<http://www.smfcSD.net/en/partnering-with-smfcSD/current-invitations-for-bids.html>

The District will not consider or accept any proposals from contractors or their subcontractors who do not possess all appropriate and required licenses, permits, insurance or certificates to perform the work identified in the Contract Documents. The Responder's license(s) must remain active and in good standing throughout the term of the Contract.

All questions regarding this RFP may be directed to:

Joel Cadiz
Director of Facilities, and Transportation
1170 Chess Drive
Foster City, CA 94404
(650) 312-7889
jcadiz@smfcSD.net

The San Mateo-Foster City School District reserves the right to reject any or all proposals, to accept or to reject any one or more items of a proposal, or to waive any irregularities or informalities in the proposals or in the bidding.

Publication Dates: May 8, 2019 and May 15, 2019

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Exhibits

- Exhibit A – San Mateo-Foster City School District School Map
- Exhibit B – Elementary School Bell Schedules
- Exhibit C – School Calendar 2019 - 2020
- Exhibit D – Current School Bus Schedule
- Exhibit E – 2019-2020 School Calendar
- Exhibit F – Special Ed Routes & Addresses
- Exhibit G – District Contract

STUDENT TRANSPORTATION SERVICES RFP BID/AWARD SCHEDULE

Advertisement of Student Transportation Services RFP	May 8, 2019 May 15, 2019
Upload to District Website	May 8, 2019
Mandatory Pre Bid Conference.	May 22, 2019
Last Day for “Requests for Information” (RFI).	May 29, 2019 12:00 PM
Response to RFI.	June 4, 2019
Submittal Deadline.	June 10, 2019 2:00 PM
Review of Submittals.	June 10 – June 17, 2019
Notification of Shortlisted Firms.	June 17, 2019
Interview of Shortlisted Firms (If needed - please reserve this date on your calendars).	June 21, 2019
Selection of Firm.	June 25, 2019
Panel Recommendation to Board to Trustees.	July (TBD), 2019
Contract Start Date.	August 1, 2019

Note: All dates subsequent to receipt of submittals are estimated and subject to change without notice.

The San Mateo-Foster City School District – Introduction:

The San Mateo-Foster City School District (SMFCSD) educates approximately 12,000 students in preschool through eighth grades in 20 outstanding public schools located in San Mateo and Foster City. Students are educated to high, challenging academic standards and are prepared to be socially responsible, contributing members of our community as they:

- Develop life and career skills through academic excellence and personal wellness
- Become critical thinkers while taking responsible risks in their learning
- Acquire and exchange knowledge through collaboration and effective communication
- Utilize creativity and technology to maximize their potential
- Demonstrate socially responsible citizenship

We educate and inspire students to live, lead, and learn with integrity and joy.

SMFC consists of twenty schools: three middle schools (Grades 6–8), fourteen elementary schools (TK/K–5), and three schools with all grades (K–8). It is the largest school district in San Mateo County. Students in the SMFCSD continue on to the San Mateo Union High School District.

SMFCSD is requesting proposals from qualified transportation services companies with at least five (5) years experience, to provide the most efficient and economic transportation services that will meet the needs of SMFC over the next three (3) years. SMFCSD is seeking interested companies that have the experience and capability of providing transportation services for General Education Students and Special Education Students. Note that not all schools within the District requires student bussing. Please review this RFP carefully.

Notice Regarding Disclosure of Content Documents:

All responses to this Request for Proposal (RFP) accepted by the San Mateo-Foster City School District (SMFCSD) shall become the exclusive property of SMFCSD. Upon opening, all proposals accepted by the SMFCSD shall become a matter of public record and shall be regarded as public information, with the exception of those elements of each proposal which are identified by the preparers as business or trade secrets and plainly marked as "trade secret," "confidential" or "proprietary." Each element of a proposal that a responder desires not to be considered a public record must be clearly marked as set forth above, and any blanket statement (i.e., regarding entire pages, documents, or other non-specific designations) shall not be sufficient and shall not bind SMFCSD in any way whatsoever. The California Public Records Act requires disclosure (despite the responder's request for confidentiality), and the District shall not, in any way, be liable or responsible for the disclosure of any such records or part thereof.

Instructions to RFP Responders:

No RFP shall receive consideration by the SMFCSD for RFP #19-001 in accordance with the following instructions:

RFP Forms & Signatures:

Proposals must be submitted on preprinted forms included in this document. All blanks in the RFP forms must be appropriately filled in. The RFP must be signed in the name of the Responder and must bear the signature in long hand of the person or persons duly authorized to sign the bid on behalf of the Responder. A Responder's failure to properly sign the required forms may result in rejection of the bid.

RFP Submittal Deadline:

The RFP Submittal Deadline is 2:00 pm, June 10, 2019. Proposals must be submitted in sealed envelopes and should be properly identified with the RFP #19-001, RFP title "Student Transportation Services Request for Proposal" and RFP submittal deadline. RFPs must arrive at the San Mateo-Foster City School District Office at 1170 Chess Drive, Foster City, California 94404 by 2:00 pm, local time. Telephone, telegraphic, facsimile, electronic, and late RFPs will NOT be accepted or considered. It is the Responder's responsibility to see that their proposal has sufficient time to be received at the District Office before the RFP submittal deadline.

RFP Opening:

Proposals are opened and reviewed by the District staff and reviewed for completeness and scored according to the scoring sheet in Exhibit G. Depending on the amount of proposals received, expect the review of the proposals to take up to two weeks. Shortlisted firms will be notified by email and US Postal Service, first class mail. If interviews are required, firms will be notified of the date and time of their time slot.

RFP Withdrawal:

Responders' authorized representatives may withdraw RFPs only by written request received by the Superintendent's office before the RFP Submittal Deadline. After that time, Responders may not withdraw their RFPs for a period of five (5) days from the RFP Submittal Deadline. At no time may the successful Responder(s) withdraw his RFP.

Rejection of RFP:

The District reserves the right to reject any proposal, all proposals, or any part of a proposal. The District reserves the right to reject the proposal of any Responder who previously failed to perform adequately for the District or any other governmental agency. The District expressly reserves the right to reject the proposal of any Responder who is in default on the payment of taxes, licenses, or other monies due the government (Federal, State or County).

Errors and Omissions:

If a Responder discovers any ambiguity, conflict, discrepancy, omissions, or other error in the RFP, the Responder shall immediately notify the District of such error in writing and request clarification or modification of the document. Modifications will be made by addenda. Such clarification shall be given by written notice to all parties who have been furnished an RFP for quoting purposes, without divulging the source of the request for same. Insofar as practicable, the District will give such notices to other interested parties, but the District shall not be responsible therefor.

If a Responder fails to notify the District, prior to the date fixed for submission of RFP Submittal Packets, of a known error in the RFP, or an error that reasonably should have been known, the Responder shall quote at his own risk; and if awarded the contract, the Responder shall not be entitled to additional compensation or time by reason of the error or its latter correction.

The Responder should carefully examine the entire RFP and any addenda thereto and all related materials and data referenced in the RFP or otherwise available and should become fully aware of the nature and location of the work, the quantities of the work, and the conditions to be encountered in performing the work.

Evidence of Responsibility:

Upon request of the SMFCSD, a Responder shall submit promptly to SMFCSD satisfactory evidence showing the Responder's financial resources, the Responder's experience in the type of work required by the SMFCSD, the Responder's organization available for the performance of the contract and any other required evidence of the Responder's qualification to perform the proposed contract. SMFCSD may consider such evidence before making its decision awarding the proposed contract. Failure to submit evidence of a Responder's responsibility to perform the proposed contract may result in rejection of the proposal.

Request for Information:

Any questions relative to this RFP should be directed to Joel Cadiz, Director of Facilities, Maintenance & Operations, and Transportation, via email at jsadiz@smfcsd.net.

Late Proposals:

Proposals not received by the RFP Submittal Deadline are late and deemed non-responsive. Late proposals will be returned to Responder unopened.

Term of Contract:

The work to be performed under this three (3)-year contract shall commence August 1, 2019, see attached school calendar, EXHIBIT C) and shall be substantially completed by July 31, 2022. Proposals offering terms other than those shown herein will be declared non-responsive and will not be considered.

Prices, Notations, and Mistakes:

All prices and notations must be in blue ink or typewritten. Mistakes may be crossed out and corrections typed or printed adjacent to the mistake and initialed in blue ink by the person who signs the proposal. Prices shall be stated in units and quotations made separately on each item. In case of conflict, unit prices will govern. Where there is a conflict between words and figures, words will govern.

Insurance:

Workers' Compensation:

In accordance with the provisions of Section 3700 of the Labor Code, Contractor shall secure the payment of compensation to his employees. Contractor shall sign and file with the District the following certificate prior to performing the work under this contract: "I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the code, and I will comply with such provisions before commencing the performance of the work of this contract. The form of such certificate is included as part of the contract documents. See page 17 for insurance minimums.

Public Liability and Property Damage Insurance:

The successful Responder shall take out and maintain during the life of this contract such public liability and property damage insurance as shall protect him and SMFCSD from all claims for personal injury, including accidental death, as well as from all claims for property damage arising from operations under this contract

Proof of Carriage of Insurance:

The successful Responder shall submit within 10 days of Notice of Award, proof of insurance, executed by the insurance carrier and shall clearly state that the SMFCSD, its' Board of Trustees, and Employees, are named as an additional insured, and provide a copy of such to the District.

Proposal Bond & Performance Bond:

Responders shall be required to furnish, at its expense, a proposal bond or certified check in the amount of ten percent (10%) of the Responder's proposed price for the first year of the contract. A performance bond in the amount of one hundred percent (100%) of the annual contract cost is being requested as an alternate. However, proof of the ability to obtain a performance bond must be submitted with the proposal.

Hold Harmless:

Contractor agrees to hold the Governing Board, SMFCSD employees and agents, harmless in every way from all claims, suits or actions for injuries to person, including death, and damage to property that may arise or be occasioned in any way from its operations under the agreement.

Evaluation and Award of Contract:

The award of the Student Transportation Services agreement will be made in accordance with the following evaluation criteria:

Bid Proposal Package Evaluation – Weight 50%.

The "Bid Proposal Package" will be reviewed by an evaluation committee consisting of representatives of the San Mateo-Foster City School District and other agencies if necessary. The Bid Proposal Package will be initially screened for completeness. Those bid proposals determined

to be deficient in the opinion of the San Mateo- Foster City School District will be rejected. Written Bid Proposal Packages will be evaluated using the following criteria, which are listed in random order without respect to weight of priority:

- Experience of Bidder in providing Pupil Transportation
- Services in general, and specifically to Special Education students
- Management Capability
- Financial Condition
- Hiring Procedures
- Commitment to Alternative-Fueled Buses and Emissions Control
- Safety Program
- Training Program
- Equipment and Vehicle Maintenance Program
- Driver Wages and Benefits
- Vehicle Fleet Age & Condition
- Location of Transportation Facility to service this Contract
- Competitiveness of Rates
- References (Provide at least 5)

All data and information in the proposal package will be subject to verification and consideration.

It shall be at the sole option of the San Mateo-Foster City School District to eliminate a bid proposal from further consideration if such evaluation determines that the Bidder or Bidders is/are incapable of meeting or unlikely to meet the District's Pupil Transportation needs. Written proposals not rejected shall be assigned a rating which will carry a weighting of 50% in the proposal evaluation process.

Site and References Evaluation - Weight 25%.

One or more members of the San Mateo-Foster City School District evaluation committee may conduct site evaluations for those Responders not eliminated during the "Bid Proposal Package" evaluation phase. As well, the San Mateo-Foster City School District may contact any references provided by the Responder, and/or other school Superintendents served by the Responder. Site evaluations will be conducted at facilities chosen by the San Mateo-Foster City School District where the Responder currently provides Student Transportation Services.

Site and references evaluation criteria, listed in random order and without regard to weight or priority, are as follows:

- Personnel
- Overall Appearance of Facility
- Fleet Maintenance Quality
- Customer References
- Recordkeeping (e.g., Vehicle Maintenance, Safety and Training Records, etc.,)
- Cost Accounting

By submitting a bid proposal, each Responder agrees to make selected facilities and personnel available for evaluation to the San Mateo-Foster City School District upon reasonable notice.

Site and references evaluations will be assigned a rating which will carry a weighting of 25% in the overall bid proposal evaluation process. As its option, the San Mateo-Foster City School District may choose to eliminate any or all proposals from further consideration after the site and reference evaluation.

Management Interviews – Weight 25%.

For any Responder not eliminated from consideration after the bid proposal package evaluation and the site and references evaluation phases, one or more members of the San Mateo-Foster City School District's evaluation committee may interview both the person whom the Bidder intends to have as General Manager of the San Mateo-Foster City School District's Pupil Transportation terminal operation and the person who will serve as their immediate supervisor.

The management interviews will carry a weight of 25% in the overall proposal evaluation process. The management interview evaluation criteria, listed in random order without respect to weight or priority, are as follows:

- Qualifications and Experience in the field of Pupil Transportation
- Management Concepts and Professional Communications
- Job Knowledge
- Transition Plan
- Responsiveness During Interview
- Commitment to a professional partnership to serve the students of San Mateo-Foster City School District.

Submittal Format:

- A. Cover Letter (Maximum 2 pages) – First Tab
- B. Contact Information – local and regional contact – Second tab
- C. All Bid Forms, Proposal Bond/Performance Bond
- D. Provide separate tabs on Items above.
- E. Submit in bound format, (3) three hard copies, and one digital copy on a flash drive

Bid Protest Process:

A bidder may protest a bid award if he/she believes that the award is not in compliance with law, Board policy, or the bid specification. A protest must be filed in writing with the Superintendent or designee before 5:00 p.m. of the third business day following bid opening and shall include all documents supporting or justifying the protest. A protest that merely addresses a single aspect of the selected proposal, e.g., comparing the cost of the selected proposal in relation to the non-selected proposal, is not sufficient to support a protest. A bidder's failure to file the protest documents in a timely manner shall constitute a waiver of his/her right to protest the award of the contract. Protests received after the deadline will not be accepted. The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 working days. The Superintendent or designee may also convene a meeting with the bidder in order to attempt to resolve the problem. The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide

reasonable notice to the bidder of the date and time for Board consideration of the protest. The Board's decision shall be final.

Cancellation or Modification of Contract:

SMFCSD may cancel this contract WITHOUT CAUSE at any time by giving thirty (30) days notice to the supplier/contractor. SMFCSD may cancel this contract WITH CAUSE at any time by giving ten (10) days written notice to the supplier/contractor. Cancellation for cause shall be at the discretion of SMFCSD and shall be, but is not limited to, failure to supply the services specified within the time allowed or within the terms, conditions or provisions of this contract. The successful Responder may not cancel this contract without prior written consent of the District.

Licenses:

Each Responder and their subcontractors, if any, must possess all appropriate and required licenses or other permits to perform the work as identified in the contract documents. Upon request each responder shall furnish the District with evidence demonstrating possession of the required licenses or permits. Failure to submit such evidence to the District's satisfaction may result in the rejection of the RFP.

Laws Governing the Contract:

This contract shall be in accordance with the laws of the state of California. The parties stipulate that this contract was entered into in the County of San Mateo, in the state of California. The parties further stipulate that the County of San Mateo, California is the only appropriate forum for any litigation resulting from a breach hereof or any questions risen here from.

Compliance With Fair Employment Practice Act:

Contractor agrees in accordance with Section 1735 and 1777.6 of California Labor Code, and the California Fair Employment Practice Act (Sections 1410-1433) that in the hiring of common or skilled labor for the performance of any work under this contract or any subcontract hereunder, no contractor, material supplier or vendor shall, by reason of race, color, national origin or ancestry, or religion, discriminate against any person who is qualified and available to perform the work to which such employment relates.

Severability:

If any provisions, or portions of any provisions, of this contract are held invalid, illegal, or unenforceable, they shall be severed from the contract and the remaining provisions shall be valid and enforceable.

Addenda:

Any Addenda will be issued seventy-two (72) hours prior to the date and time that the proposal is due, through the District's website located at:

<http://www.smfcSD.net/en/partnering-with-smfcSD/current-invitations-for-bids.html>

It is the responsibility of the responder to check the District's website for any additional information or addenda before submitting a response to this RFP.

Fingerprinting Requirements:

The winning Responder and its subcontractor, if any, will comply with the fingerprinting requirements of Education Code section 45125.1 with respect to all Contractor's/Subcontractor's employees who may have contact with District students in the course of providing services pursuant to the Contract, and the California Department of Justice has determined that none of those employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. A complete and accurate list of Contractor's/Subcontractor's employees who may come in contact with District pupils during the course and scope of the Contract, shall be provided to the District. Updated lists shall be provided at the beginning of the school year or when any changes occur.

Specifications Transportation Services:

Scope of Work:

The service included in this contract consists of transportation services for general education students from a common location for pick-up, to school, to common location for drop off. For special education students, this contract consists of home to school to home drop off. Also included are field trips for both general education students and special education students attending SMFCSD. .

For general education students, transportation will be from either College Park Elementary, located at 715 Indian Avenue, bordering North El Dorado Street (called El Dorado Loop), in San Mateo, or from in front of the College Park Elementary School parking lot called "Latch Key Drop Off," or at the Community Baptist Church, located on 15 South Humboldt Street in San Mateo, to designated schools within the San Mateo-Foster City School District, and return. The hours are as required by the students' attendance to their designated schools.

Please refer to the SMFCSD schools map (Exhibit A), for the location of the SMFCSD schools and addresses, or visit the SMFCSD website at www.smfcSD.net. Included in this RFP document are the current 2018-2019 Elementary School Bell Schedules (Exhibit B) and Middle School Bell Schedules (Exhibit C). Also included are schedules of buses (Exhibit D), which are being used by the participating schools. The pick-up and drop-off times should remain approximately the same for each school while still allowing for the most efficient use of each bus. District reserves the right to adjust schedules, increase or decrease services to be provided, depending on actual class schedules and actual number of students requiring transportation. The schedules may require the following number of buses, however interested responders should provide the most efficient and economic transportation services, and if needed, to supplement the District owned fleet in Table 1, with additional busses:

Table 1 – District owned Fleet

Bus No.	Make	Capacity
14	Bluebird	78 Passengers
15	Bluebird	78 Passengers
16	Bluebird	78 Passengers
27	Bluebird	78 Passengers
28	Thomas	84 Passengers
29	Bluebird	69 Passengers
30	Thomas	84 Passengers
31	Thomas	84 Passengers
32	Bluebird	78 Passengers
33	Chevy 3500 Express	15/2 WC
35	Chevy 3500 Express	18 Passengers
38	Chevy 3500 Express	18 Passengers
40	Chevy 3500 Express	18 Passengers
43	Chevy G-30	20 Passengers
45	Chevy 4500 Duramax	25 Passengers
46	Chevy 4500 Duramax	25 Passengers
47	Chevy 4500 Duramax	12/3WC
48	Chevy 4500 Duramax	12/3WC

49	Chevy 4500 Duramax	18/1WC
50	Chevy 4500 Duramax	18/1WC

The Responder must include a proposed bus schedule for each participating school as part of the RFP proposal. The number of busses that will be used for each morning, mid day, and afternoon run must be included. Below are the approximate number of kids and schools that participate in the SMFCSD transportation program:

Morning Run

El Dorado Loop to Baywood ES	45 Students
El Dorado Loop to Beresford ES	50 Students
El Dorado Loop to Fiesta Gardens ES	40 Students
El Dorado Loop to Highlands ES	70 Students
El Dorado Loop to Laurel ES	84 Students
North Shoreview Elementary to LEAD ES (North Shoreview is at 1301 Cypress in San Mateo)	120 Students
El Dorado Loop to Meadow Heights ES	75 Students
El Dorado Loop to Church to Abbott MS	130 Students
El Dorado Loop to Bayside Academy	85 Students
El Dorado Loop to San Mateo Park	38 Students

Mid-day Run

Baywood ES to Latch Key Drop Off	26 Students, TK & K
Beresford ES to Baptist Church	20-25 Students, TK & K
Highlands to Baptist Church to Latch Key	25-30 Students, TK & K
Laurel to Baptist Church to Latch Key	15-20 Students, TK & K
LEAD to North Shoreview	5 - 10 Students, TK & K
Meadow Heights ES to Baptist Church to Latch Key	20 Students, TK & K
San Mateo Park to College Park	15-20 Students TK & K

Afternoon Run

Baywood ES to Latch Key	80 Students, Grades 1 to 4
Beresford ES to Baptist Church to College Park	50 Students, Grades 1 to 4
Fiesta Gardens ES to Baptist Church to College Park	70 Students
Highlands ES to Baptist Church to College Park	70 Students
Laurel ES to Baptist Church to College Park	110 Students
LEAD ES to North Shoreview & Boys/Girls Club	110 Students
Meadow Heights to Baptist Church to College Park	80 Students
San Mateo Park to College Park	40 Students
Abbott MS to Baptist Church to College Park	170 Students, Grades 6 to 8
Bayside Academy to College Park	50 Students

The District reserves the right to modify, alter, or delete any route at its discretion during the term of the contract. For any route modification or deletion, the change in cost will be reflected on the remainder of the contract.

Responders will be afforded the opportunity to propose hourly rates for bussing services that are required on an “as needed” basis on all portions of the regular education and extracurricular (field trips) activities. Supplemental Transportation Services are generally described as: “Live Time” (actual time students are on the bus) on an occasional basis, and extracurricular activities and field trips.

Proposed prices must be submitted for daily rate for a bus with a minimum number of “base hours.” A separate column is provided to submit the proposal price for hours in excess of the “base hours” price. Please enter these amounts on the form below- RFP Bid Form. Responders are requested to describe “other factors,” if any, that may increase the rates given and provide the cost below the form. The form may not be altered.

In the development of routes and schedules for District approval, Contractor shall not deliver any students more than fifteen (15) minutes prior to class sessions starting time, nor allow them to remain after school as dismissed for more than fifteen (15) minutes, nor shall any student be required to be in transit for more than sixty (60) minutes. (Standards apply to all transportation services.)

In the event of a missed pickup, a bus shall be dispatched from the local Dispatch Center within fifteen (15) minutes from the time of telephone notification by the District Office or School.

It is required that all busses be equipped with a two-way radio system communication. In the event that a scheduled pick-up or drop-off is delayed for more than fifteen (15) minutes, or if a delay occurs while the bus is enroute. The driver or the contractor’s agent will notify the following: 1) the school, 2) the Director of Facilities, M&O and Transportation, and 3) the office of the Asst. Superintendent of Student Services, stating the reason for the delay and the expected time of arrival.

Requirements for Special Education Students:

- a. The ages of the overall student ridership is between 3 and 13.
- b. There may be the need to transport non-ambulatory students
- c. Students are being transported to and from home to several SMFCSD school campuses.
- d. Students are currently being transported in Type II Bus (1 to 20 passengers or less).
- e. Mid-day transportation may be required for minimum days, local field trips, and other events.
- f. Wheel chair stations may be required.
- g. The window for drop off and pick up is fifteen (15) minutes before the AM (morning) bell time and fifteen (15) minutes after the PM (afternoon) bell time.
- h. Upon arrival at school, students may not leave the vehicle until the student’s teacher or aide is present to receive the student at the school site.
- i. Upon arrival at home or daycare, students may not leave the vehicle until a parent, guardian, or authorized daycare provider is there to receive the student at the home, group home, or daycare facility.
- j. Students may require restraint. Restraints must be properly installed in vehicles.
- k. The regular school year is 180 days. The extended school year is an additional twenty (20) days (June-July). See Exhibit E for 2019-2020 School Calendar
- l. The District leaves to the provider to determine the needed number of vehicles to route and transport students to the SMFCSD school locations.
- m. Students should spend no more than 60 minutes on a bus, each way, from home to school and from school to home.

Provision of special education student transportation services will include the transportation of ambulatory and non-ambulatory students and students with physical, mental and emotional disabilities who require the use of specialized equipment. The District owns several vehicles (Table 1, Page 14) for the transport of special education students. In the event that these vehicle may not be available, the successful Responder must be able to provide appropriate vehicles with lift-gates and other modifications necessary to safely transport such students.

Term of Contract:

Contractor agrees to provide transportation services for general education students and special education students attending various schools in the San Mateo-Foster City School District. Transportation will be from a common pick-up location, to school, to a common drop-off location, and at the hours as required by the student's attendance at the particular school. For special education students, pick up will be from home to school to home. The three (3) year period shall be from August 1, 2019 through July 31, 2022 for an estimated total of 180 days per school year. The District will annually provide a school calendar in June for the following year. (See Exhibit E for 2019-2020 School Calendar).

Inability to Provide Service:

Contractor shall not be required to provide transportation under this agreement during such time as performance is prevented by fire, flood, earthquakes, storm, explosion, inability to obtain supplies necessary to performance due to war, insurrection, riot, acts of government, and/or any other causes similar to the foregoing which are beyond the control of, and are not the fault of, the contractor; provided, however, that whenever Contractor shall claim that performance is prevented by any one or more of the above-names causes it shall, within three (3) days after failure to furnish transportation, present in writing to the district facts showing the existence of such conditions.

In the event of a strike or any labor disturbances, contractor is to provide temporary and qualified drivers in order that the students are able to attend schools.

Student Safety

Contractor shall not be required to furnish transportation over any road or other private property when, in the opinion of the Contractor, such transportation shall endanger the safety of the students or Contractor's equipment and personnel.

Adherence to all Transportation Laws

Contractor agrees that all transportation must be by buses or vans equipped and operated in accordance with the California Vehicle Code, all other applicable laws, and all rules and regulations prescribed by the State Board of Education and the Governing Board of the San Mateo-Foster City School District, relating to the transportation of students, including student evacuation drills, driver training, daily bus inspection and vehicle maintenance.

Contractor also agrees that under no circumstances will said vehicle be permitted to be overloaded in excess of the limits of their seating capacity as defined by the California Administrative Code.

Vehicle Maintenance and Inspections:

The San Mateo-Foster City School District owns approximately 18 school busses of various sizes, (see Table 1, Page 13 for an inventory of busses). Contractor agrees that all SMFCSD school busses and contractor provided school busses will be as such, will pass inspection by the California Highway Patrol (CHP) and approved by CHP as suitable in all respects for the transportation of students before the same are used for that purpose and that said

vehicles will be maintained in said condition, and operated and maintained in accordance with the provisions of the California Administrative Code; Title 5, Sections 1060 to 1185, inclusive, and any other regulations, relating to student transportation to and from public school.

Fuel Cost:

The cost of fuel should be included in the base price and in the price for all additional transportation services requested. Cost of fuel should be based on diesel gasoline

Driver Certification/Background Check:

Contractor agrees to furnish drivers for said vehicles who are the holders of valid and effective school bus drivers' certificates issues by the Department of Motor Vehicles of the State of California in full force and effect as such including background checks and fingerprinting checks filed with the Department of Justice

Insurance:

Responder must indemnify and provide insurance coverage that will minimize SMFCSD's exposure:

- **Worker's Compensation/Employer's Liability** insurance to cover bodily accidents in the amount of not less than \$1,000,000 per accident.
- **Comprehensive General Liability** insurance in the form of comprehensive, contractual insurance, personal injury, broad-form property damage, premises operations, and completed operations in an amount of not less than \$30,000,000.00 combined single limit per occurrence.
- **Automobile Liability and Physical Damage** insurance for an amount of not less than \$30,000,000 for each bodily injury and property damage combined, single limits, and extensions of comprehensive coverage for all leased, owned and hired vehicles.
- **Physical Abuse, Sexual Misconduct and Sexual Molestation Liability Insurance** with limits not less than \$5,000,000.00 per occurrence.
- Responder must name SMFCSD as an "additional insured" on all such policies, with the cost of this to be borne by the Contractor. Copies of Certificates of Insurance listing SMFCSD as "additional insured" must be provided to SMFCSD prior to commencement of services and kept up-to-date.

Insurance shall be procured from a company or companies lawfully authorized to do business in California as admitted carriers with financial rating of at least A+, Class XII status as rated in the most recent edition of Best's Insurance Reports.

Term of Agreement:

This agreement shall be in full force and effect for a period of three (3) years commencing August 1, 2019; provided, however, that upon agreement of the District and the Contractor this contract may be extended an additional year at a time for a total of five (5) years.

Contract:

The successful responder will be required to sign the District's standard contract for services. A copy of the contract is available upon request.



**SAN MATEO-FOSTER CITY
SCHOOL DISTRICT**

**RFP BID FORM
STUDENT TRANSPORTATION SERVICES
Due: 2:00 PM on June 10, 2019**

TO: San Mateo-Foster City School District
1170 Chess Drive
Foster City, CA 94404
ATTN: Jose-Noel Cadiz, Director

FROM: _____
Name of Responder

Mailing Address

City, State & Zip

The undersigned Responder agrees that he will contract with San Mateo-Foster City School District to provide all necessary labor, vehicles and equipment to be used and employed in the STUDENT TRANSPORTATION SERVICES for the students of the San Mateo-Foster City School District (SMFCSD), located at 1170 Chess Drive, Foster City, CA 94404. The undersigned hereby proposes and agrees to furnish all, labor and equipment of the completion of said contract in strict accordance with the specifications for the sum of:

FOR DISTRICT OWNED BUSES

Bus Size (Passengers)	Base Price Per Bus Per 4hr Increments (Aggregate – Minimum), then multiply by the number of busses indicated.	Additional Charge Per Bus at 15 Min. Increments Over Base Hours
(01 – 20 PAX) x _____ busses		
(21-30 PAX) x _____ busses		
(55-72 PAX) x _____ busses		
(73-89 PAX) x _____ busses		
Total Base Price For All Bus Size		

Number of Busses used (Morning Run): _____ Number of Busses (Afternoon Run): _____

Number of Busses used (Mid Day Run): _____

FOR SUPPLEMENTAL BUSES (CONTRACTOR PROVIDED)

Bus Size (Passengers)	Base Price Per Bus Per 4hr Increments (Aggregate – Minimum), then multiply by the number of busses indicated	Additional Charge Per Bus at 15 Min. Increments Over Base Hours
(01 – 20 PAX) x _____ busses		
(21-30 PAX) x _____ busses		
(55-72 PAX) x _____ busses		
(73-89 PAX) x _____ busses		
Total Base Price For All Bus Size		

Number of Buses used (Morning Run): _____ Number of Buses (Afternoon Run): _____

Number of Buses used (Mid Day Run): _____

TOTAL BASE BID FOR GENERAL ED STUDENT: \$ _____

Amount in written form: _____

For pricing of SPED routes, See Exhibit I – SPED routes. Responders are to create bus routes, based on current 2018-2019 school year roster. Using District and supplemental buses, if needed, Responders are to provide the most efficient routing in picking up the SPED Students.

FOR DISTRICT OWNED BUSES TRANSPORTING SPECIAL ED.

Bus Size (Passengers)	Number of Routes	Base Price Per Bus Per 4hr Increments (Aggregate – Minimum), then multiply by the number of busses indicated.	Additional Charge Per Bus at 15 Min. Increments Over Base Hours
(01 – 20 PAX) x _____ busses			
(01 – 20 PAX w/WC) x _____ busses			
Total Base Price For TYPE II Bus			

Number of Buses used (Morning Run): _____ Number of Buses (Afternoon Run): _____

Number of Buses used (Mid Day Run): _____

Rate per mile: _____

FOR CONTRACTOR SUPPLEMENTED BUSES TRANSPORTING SPECIAL ED.

Bus Size (Passengers)	Number of Routes	Base Price Per Bus Per 4hr Increments (Aggregate – Minimum), then multiply by the number of busses indicated.	Additional Charge Per Bus at 15 Min. Increments Over Base Hours
(01 – 20 PAX) x _____ busses			
(01 – 20 PAX w/WC) x _____ busses			
Total Base Price For TYPE II Bus			

Number of Supplemental Buses used (Morning Run): _____

Number of Supplemental Buses (Afternoon Run): _____

Number of Supplemental Buses used (Mid Day Run): _____

Rate per mile: _____

TOTAL BASE BID FOR SPECIAL ED STUDENT:\$ _____

Amount in written form: _____

Rate per mile: _____

One of the basis for award of contract is TOTAL BID:

TOTAL BID (BASE BID GENERAL ED TRANSPORT + BASE BID SPECIAL ED TRANSPORT):

\$ _____

Amount in written Form: _____

Describe other factors, if any, that may increase the daily rate given above and provide the cost increase:

FIXED RATE PER DAY: _____ DOLLARS (\$ _____)

If awarded the contract, the undersigned hereby agrees to commence work August 1, 2019 through July 31, 2022, for an estimated total of 180 days per year.

Additional Services:

I. Field Trips

The Responder must fill in Base Bid Price Column per Bus with the 6 hour per day (aggregate – minimum) and provide additional charges per bus in 15 minute increments for live-time transportation that exceeds the base bid price for 6 hours, per day aggregate minimum.

(For Busses Supplied by the District)

Bus Size (Passengers)	Base Price Per Bus Per Day – 6 hours per day (Aggregate – Minimum)	Additional Charge Per Bus at 15 Min. Increments Over Base Hours
01 - 20		
21-30		
55-72		
73-89		

II. Other:

Please provide a detailed list of costs for additional services:

- A) Vehicle Repair _____
- B) Fuel _____
- C) Training _____
- D) Other (Specify) _____
- E) Other (Specify) _____
- F) Other (Specify) _____
- G) Other (Specify) _____
- H) Other (Specify) _____
- I) Other (Specify) _____
- J) Other (Specify) _____
- K) Other (Specify) _____

Escalation Rates:

Year Two and Three	Rate Increase/Decrease	Reason for Increase/Decrease
2020-2021	_____ %	_____

2021-2022 _____ % _____

Year four and five (If Extended) Rate Increase/Decrease Reason for Increase/Decrease

2022-2023 _____ % _____

2023-2024 _____ % _____

Responder Name (person, firm, corp.)

Signature of Authorized Representative

Address

Name of Authorized Representative

City, State, Zip

Title of Authorized Representative

Phone Number

E-mail Address

Type of Business

Business Website

No RFP is valid unless signed by an officer of the company. State whether your concern is a corporation, a co-partnership, private individual, or individuals doing business under a firm name. If the Responder is a partnership, the RFP should be signed with the partnership name by one of the partners. If the Responder is a corporation, the RFP should be signed with the name of the corporation by a person authorized to execute RFPs on behalf of the corporation.

San Mateo-Foster City School District reserves the right to award this Request For Proposal to one vendor or multiple vendors. Providing a proposal with all or nothing clauses or limitations may preclude the vendor from receiving a contract for any item.

Please check your calculations before submitting your RFP; the San Mateo-Foster City School District will not be responsible for Responder's miscalculations.

Amounts written in words: Where there is a discrepancy between words and figures, WORDS WILL GOVERN. Where there is a discrepancy between item unit price and extended total, UNIT PRICE WILL GOVERN.



REFERENCE AND EXPERIENCE

Please list at least five (5) of the largest contracts with school districts/companies in the State of California within the last three years.

Name of District/Company: _____

Contact Person: _____

Address: _____

Telephone Number: _____

Description of Service: _____

Contract Price: _____

Contract Dates: _____

Name of District/Company: _____

Contact Person: _____

Address: _____

Telephone Number: _____

Description of Service: _____

Contract Price: _____

Contract Dates: _____

Name of District/Company: _____

Contact Person: _____

Address: _____

Telephone Number: _____

Description of Service: _____

Contract Price: _____

Contract Dates: _____

Name of District/Company: _____

Contact Person: _____

Address: _____

Telephone Number: _____

Description of Service: _____

Contract Price: _____

Contract Dates: _____

Name of District/Company: _____

Contact Person: _____

Address: _____

Telephone Number: _____

Description of Service: _____

Contract Price: _____

Contract Dates: _____



**WORKER'S COMPENSATION
INSURANCE CERTIFICATE
(To be Completed and Submitted with RFP)**

The contractor shall execute the following form as required by California Labor Code, Sections 1860 and 1861:

I am aware of the provisions of Section 3700 of the 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 this contract.

Name of Responder (Person, Firm or Corporation)

Signature of Responder's Authorized Representative

Name and Title of Authorized Representative

Date of Signing

c. If Responder's corporation is a subsidiary, give name and address of Parent Corporation.

Parent Firm Name: _____

Address: _____

Telephone Number _____

6. Partnership? YES _____ NO _____

a. List partners' names and addresses:

b. Individual Proprietorship? YES _____ NO _____

II. Nature of Operations:

a. How long have you been engaged in the student transportation business under present business name? Number of years: _____

b. Are you currently, or have you ever, provided transportation services for special education students, including transportation of ambulatory and non-ambulatory students and other students with disabilities? YES _____ NO _____ Number of years _____

c. Do you currently contract, or have you ever contracted, to provide special education student transportation, including transportation of ambulatory and non-ambulatory students and other students with disabilities, for any school district or County Office of Education in the State of California.

YES _____ NO _____ Number of Years _____

If "YES," please provide the following information on each of the contracts (to supply special education student transportation services) that you have had with California school districts or County Offices during the last five years:

1. Name and location of School District or County Office;
2. Name and phone number of a contact person;
3. Number of students transported daily;
4. Beginning and ending of date of contract;
5. Was contract canceled for any reason? If so, why?

III. Management and Advisory Personnel:

Describe the organization of your company including but not limited to the following:

1. Company Executives – names and titles;
2. Management personnel who would be involved with implementing and working with this Contract – names, titles, addresses, tenure with the firm, related experience and brief description of responsibilities.
3. Personnel who would be directly involved with the daily operations of this Contract – names and titles, tenure with your firm, related experience and brief description of responsibilities.
4. Driver training and evaluation personnel – names and titles, tenure with our firm and related experience.

IV. Driver Personnel:

- A. State the number of passenger vehicles now in your regular employment: _____
- B. Describe the following as they relate to your passenger vehicle driver selection process:
 1. Reference Checking Procedures
 2. Driver Testing Procedures.
- C. Describe any current or proposed driver motivation and discipline programs.

V. Safety Program:

- A. Describe the essential features of your current safety program from drivers including but not limited to the following:
 - 1. Number of annually scheduled safety meetings:
 - 2. Name and title of persons responsible and their related experience;
 - 3. Passenger vehicle accident rate for preventable and non-preventable accidents per thousand miles of operations.

- B. Have any of your passenger vehicles been involved in accidents involving injuries or death in the past (5) years? If so, please explain.

VI. Vehicle Information

Please attach a table on a separate sheet describing the passenger vehicles that will be provided to supplement the SMFCSD fleet and indicate the following:

- A. Vehicles to be furnished:
 - 1. Make of chassis
 - 2. Make of body
 - 3. Model
 - 4. Type
 - 5. Year of Manufacture
 - 6. Air –Conditioning

- B. If you do not currently own all the equipment necessary to perform the Contract, describe how you plan to acquire such equipment, and provide the timeline for such acquisition, including, if necessary confirmed purchase orders and delivery letters from manufacturer.

VII. Financial/Credit Information

- A. If requested, will you provide the following financial and credit information? All such information shall be maintained as confidential by the District during the time it considers all Proposals, and all such submitted information will be returned to unsuccessful Proposers following the District's award of the Contract.
 - 1. Credit references, including at least three trade or industry suppliers with whom you regularly conduct business?
Yes _____ No _____

2. A Balance Sheet for the past three years?

Yes _____ No _____

3. A Dunn and Bradstreet report and a certified financial statement on the net worth of the company?

Yes _____ No _____

B. Will you give cash discounts for timely payment of invoices? If so, please specify the terms offered.

VIII. Other:

I, the undersigned, hereby certify that I am a representative of the firm named below, and am duly authorized to execute contracts on behalf of the firm. I further hereby certify that all of the information presented in answer to the questions contained in this Proposer's Questionnaire is complete and accurate to the best of my knowledge. I understand that if the District awards a Contract for special education transportation services to my firm, the information and commitments made within this Proposer's Questionnaire will become part of the Contract between the District and my firm.

I declare, under penalty of perjury under the laws of the State of California, that the information set forth herein is true and correct and of my own personal knowledge.

Name of Firm

Authorized Agent

Title

Date



**SAN MATEO-FOSTER CITY
SCHOOL DISTRICT**

NON-COLLUSION AFFIDAVIT
TO BE COMPLETED AND SUBMITTED WITH RFP

State of California)
County of San Mateo) ss.
)

_____, being first duly sworn, deposes and says that he or she is Owner of _____, the party making the foregoing bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the Responder has not directly or indirectly induced or solicited any other Responder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any Responder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the Responder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the Responder or any other Responder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other Responder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and further, that the Responder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I declare under penalty of perjury that the foregoing is true and correct under the laws of the State of California.

Date

Signed at (Place)

Proposer Name (Person, Firm, Corp)

Authorized Representative

Address

Representative's Name

City, State, Zip

Representative's Title

(Must be Notarized)

District Map and school attendance areas



These elementary schools serve the North Central San Mateo area

Baywood	Meadow Heights
Beresford	San Mateo Park
Highlands	Sunnybrae
Laurel	

- | ELEMENTARY SCHOOLS | K-8 SCHOOLS |
|------------------------------|--|
| 1 Audubon Elementary | 15 Bayside Academy STEAM (K-5) STEM (6-8) LEAD (feeder school) |
| 2 Baywood Elementary | 16 North Shoreview Montessori (K-8) |
| 3 Beresford Elementary | 17 Parkside Montessori (K-8) |
| 4 Brewer Island Elementary | MIDDLE SCHOOLS and their feeder schools |
| 5 College Park Elementary | 18 Abbott Middle School
Beresford, George Hall, Highlands, Laurel, Meadow Heights |
| 6 Fiesta Gardens Elementary | 19 Borel Middle School
Baywood, Highlands, San Mateo Park, Sunnybrae |
| 7 Foster City Elementary | 20 Bowditch Middle School
Audubon, Brewer Island, Foster City |
| 8 George Hall Elementary | OTHER |
| 9 Highlands Elementary | A Knolls Campus |
| 10 Laurel Elementary | |
| 11 LEAD Elementary | |
| 12 Meadow Heights Elementary | |
| 13 San Mateo Park Elementary | |
| 14 Sunnybrae Elementary | |

San Mateo-Foster City School District

Bell Schedule for Elementary School

Regular Days - Monday Tuesday Thursday Friday											
Morning Bell						Dismissal					
School Name	Grade TK	Grade Kinder	Grades 1-2nd	Grade 3rd	Grades 4-5th		Grade TK	Grade Kinder	Grades 1-2nd	Grade 3rd	Grades 4-5th
Baywood	8:00 AM	8:00 AM	8:20 AM	8:20 AM	8:20 AM		12:00 PM	12:00 PM	2:35 PM	2:35 PM	3:00 PM
Beresford		8:10 AM	8:10 AM	8:10 AM	8:10 AM			1:05 PM	2:45 PM	2:45 PM	3:07 PM
Fiesta Gardens		8:25 AM	8:25 AM	8:25 AM	8:25 AM			2:35 PM	2:39 PM	2:58 PM	2:58 PM
Highlands	8:00 AM	8:00 AM	8:15 AM	8:15 AM	8:15 AM		12:00 PM	12:00 PM	2:36 PM	2:36 PM	3:06 PM
Laurel	8:20 AM	8:20 AM	8:35 AM	8:35 AM	8:20 AM		12:45 PM	12:45 PM	3:00 PM	3:00 PM	3:00 PM
LEAD	8:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM		12:20 PM	12:10 PM	2:20 PM	2:20 PM	2:45 PM
Meadow Heights	8:20 AM	8:20 AM	8:20 AM	8:20 AM	8:10 AM		12:35 PM	12:35 PM	2:38 PM	2:38 PM	2:48 PM
San Mateo Park	8:10 AM	8:10 AM	8:30 AM	8:30 AM	8:10 AM		12:30 PM	12:30 PM	2:55 PM	2:55 PM	2:55 PM
Wednesday - Early Dismissal											
Morning Bell						Dismissal					
School Name	Grade TK	Grade Kinder	Grades 1-2nd	Grade 3rd	Grade 4-5th		Grade TK	Grade Kinder	Grades 1-2nd	Grade 3rd	Grades 4-5th
Baywood	8:00 AM	8:00 AM	8:20 AM	8:20 AM	8:20 AM		12:00 PM	12:00 PM	12:35 PM	12:35 PM	12:35 PM
Beresford		8:10 AM	8:10 AM	8:10 AM	8:10 AM			12:40 PM	12:40 PM	12:40 PM	12:40 PM
Fiesta Gardens		8:25 AM	8:25 AM	8:25 AM	8:25 AM			12:35 PM	12:49 PM	12:49 PM	12:49 PM
Highlands	8:00 AM	8:00 AM	8:15 AM	8:15 AM	8:15 AM			12:00 PM	12:20 PM	12:20 PM	12:20 PM
Laurel	8:20 AM	8:20 AM	8:35 AM	8:35 AM	8:35 AM		12:45 PM	12:45 PM	12:45 PM	12:45 PM	12:45 PM
LEAD	8:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM		12:20 PM	12:10 PM	12:20 PM	12:20 PM	12:31 PM
Meadow Heights	8:20 AM	8:20 AM	8:20 AM	8:20 AM	8:10 AM		12:35 PM	12:35 PM	12:30 PM	12:30 PM	12:30 PM
San Mateo Park	8:10 AM	8:10 AM	8:30 AM	8:30 AM	8:10 AM		12:30 PM	12:30 PM	12:34 PM	12:34 PM	12:34 PM

For the short days on Wednesdays, the District serves lunch so busses leaves the schools 20 minutes after dismissal

San Mateo-Foster City School District

Bell Schedule for Middle Schools

Regular Days - Monday Tuesday Thursday Friday											
Morning Bell						Dismissal					
School Name	Grade 6th	Grade 7th	Grades 8th				Grade 6th	Grade 7th	Grades 8th	Grade	Grades
Abbott Middle School	8:05 AM	8:05 AM	8:05 AM				2:45 PM	2:45 PM	2:54 PM		
Bayside Acadmey	8:02 AM	8:02 AM	8:02 AM				2:35 PM	2:35 PM	2:35 PM		
Wednesday - Early Dismissal											
Morning Bell						Dismissal					
School Name	Grade 6th	Grade 7th	Grade 8th	Grade	Grade		Grade 6th	Grade 7th	Grade 8th	Grade	Grades
Abbott Middle School	8:05 AM	8:05 AM	8:05 AM				12:37 PM	12:37 PM	12:37 PM		
Bayside Academy	8:02 AM	8:02 AM	8:02 AM				1:38 PM	1:38 PM	1:38 PM		
Super Minimum Days - Bayside Only (Days Varies)											
Morning Bell						Dismissal					
School Name	Grade 6th	Grade 7th	Grade 8th				Grade 6th	Grade 7th	Grade 8th		
Bayside Acadmey	8:02 AM	8:02 AM	8:02 AM				12:35 PM	12:35 PM	12:35 PM		

Abbott and Laurel share an overflow bus, when needed. It stops at Abbott MS first, then head over to hy hotel.

SAN MATEO-FOSTER CITY SCHOOL DISTRICT

2018-2019 SCHOOL YEAR

August 14, 2018

Monday, Tuesday, Thursday, Friday

School	AM Departure			Am Arrival	Schll Pickup Times					Drop Off Times - North Shoreview					Pm Drop Off - Church					Pm Drop-Off - College Park/Latchkey					
	College Park	Church	North Shoreview	To School	Grades	Grades	Grades	Grades	Grades	Grades	Grades	Grades	Grades	Grades	Grades	Grades	Grades	Grades	Grades	Grades	Grades	Grades			
					TK	Kinder	1-2nd	3rd	4-5th	TK	Kinder	1-2nd	3rd	4-5th	TK	Kinder	1-2nd	3rd	4-5th	TK	Kinder	1-2nd	3rd	4-5th	
Baywood	7:35			7:50	12:22	12:22	2:50	2:50	3:15											12:40	12:40	3:10	3:10	3:35	
Beresford		7:50		8:10	1:20	1:20	2:45	2:45	3:25						1:35	1:35	3:30	3:30	3:50			3:40	3:40	4:00	
Fiesta Gardens	8:00	8:10		8:25	2:35	2:35	2:38	2:58	2:58						3:00	3:00	3:10	3:20	3:30	3:10	3:10	3:30	3:30	3:40	
Highlands	7:23			7:55	12:45	12:45	2:36	2:36	3:06						1:00	1:00	3:00	3:00	3:30	1:10	1:10	3:05	3:05	3:35	
Laurel	7:50	7:38		8:15	12:45	12:45	3:07	3:07	3:07						1:35	1:35	3:35	3:35	3:35	1:50	1:50	3:45	3:45	3:45	
Lead			7:30	7:40	12:20	2:10	2:20	2:20	2:45	12:30	2:30	2:45	2:55	2:55											
Meadow Heights		7:25		8:00	1:00	1:00	2:40	2:40	2:40						1:25	1:25	3:10	3:10	3:10			1:35			
SM Park	7:50			8:05	12:50	12:50	2:55	2:55	2:55													1:10	3:20	3:20	3:20

School	AM Departure			Am Arrival	Schll Pickup Times					Drop Off Times - North Shoreview					Pm Drop Off - Church					Pm Drop-Off - College Park/Latchkey				
	College Park	Church	North Shoreview	To School	Grades 6-8					Grades 6-8					Grades 6-8									
Abbott	7:15	7:23		7:45			2:45/2:45										3:17/3:22					3:23/3:28		
Abbott (Overflow Bus goes to Laurel after)							2:50										3:35					3:45		
Bayside	7:24			7:45			3:00															2:55		

Wednesday and Minimum Days

School	AM Departure			Am Arrival	Schll Pickup Times					Drop Off Times - North Shoreview					Pm Drop Off - Church					Pm Drop-Off - College Park/Latchkey				
	College Park	Church	North Shoreview	To School	Grades	Grades	Grades	Grades	Grades	Grades	Grades	Grades	Grades	Grades	Grades	Grades	Grades	Grades	Grades	Grades	Grades	Grades	Grades	
					TK	Kinder	1-2nd	3rd	4-5th	TK	Kinder	1-2nd	3rd	4-5th	TK	Kinder	1-2nd	3rd	4-5th	TK	Kinder	1-2nd	3rd	4-5th
Baywood	7:35			7:50	12:22	12:22	1:00	1:00	1:00											12:40	12:40	1:15	1:15	1:15
Beresford		7:50		8:10	12:40	12:40	12:40	12:40	12:42							1:20	1:20	1:20	1:20			1:30	1:30	1:30
Fiesta Gardens	7:50	8:00		8:15	12:35	12:35	1:00	1:00	1:00						1:00	1:00	1:35	1:35	1:35			1:40	1:40	1:59
Highlands	7:23			7:55	12:40	12:40	12:40	12:40	12:40						1:00	1:00	1:00	1:00	1:00			1:05	1:05	1:05
Laurel	7:50	7:38		8:15	1:10	1:10	1:10	1:10	1:10						1:25	1:25	1:25	1:25	1:25			1:30	1:30	1:30
Lead			7:30	7:40	12:20	12:20	12:30	12:30	12:45	12:30	12:30	13:45	12:45	12:45										
Meadow Heights		7:25		8:00	12:55	12:55	12:30	12:30	12:30						1:30	1:30	1:30	1:30	1:30	1:35	1:35	1:35	1:35	1:35
SM Park	7:50			8:05	12:30	12:30	12:34	12:34	12:34											12:45	12:45	12:45	12:45	12:45

Super Minimum Days

School	AM Departure			Am Arrival	Schll Pickup Times					Drop Off Times - North Shoreview					Pm Drop Off - Church					Pm Drop-Off - College Park/Latchkey				
	College Park	Church	North Shoreview	To School	Grades 6-8					Grades 6-8					Grades 6-8									
Bayside	7:24			8:00	12:35	12:35	12:35	12:35	12:35													12:50		

2019

JULY

M	T	W	T	F
	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST

M	T	W	T	F
			1	2
5	6	7	8	9
12	☆13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER

M	T	W	T	F
△2	3	4	5	6
9	10	11	12	13
16	17	18	19	⓪20
23	24	25	26	27
30				

OCTOBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER

M	T	W	T	F
				1
4	5	6	7	8
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18	19	20	21	22
25	26	27	△28	△29

DECEMBER

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16	17	18	19	20
23	24	△25	26	27
30	31			

2020

JANUARY

M	T	W	T	F
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13	14	15	16	17
△20	21	22	23	24
27	28	29	30	31

FEBRUARY

M	T	W	T	F
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MARCH

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16	17	18	19	20
23	24	25	26	27
30	31			

APRIL

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13	14	15	16	17
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MAY

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18	19	20	21	22
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JUNE

M	T	W	T	F
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8	9	10	11	12
15	16	☆17	18	19
22	23	24	25	26
29	30			

☆ First Day of School

☆ Last Day of School

Legal Holidays & Non-School Days

Aug 13	First Day of School
Sep 2	Labor Day Holiday
Sep 20	Staff PD Day - No School
Oct 7 - 18	Fall Break
Nov 11	Veteran's Day Holiday
Nov 27 - 29	Thanksgiving Break
Dec 23 - Jan 7	Winter Break

Jan 20	Martin Luther King, Jr. Day Holiday
Feb 17	President's Day Holiday
Mar 13	Staff PD Day - No School
Apr 6-17	Spring Break
May 25	Memorial Day Holiday
Jun 17	Last Day of School

✦ 180 Student Days

Abbott Middle School

	Grade	Address	City	School
	7	3600 Block Edison St.	San Mateo	ABBOTT 6-8
	6	100 Block S Humboldt St	San Mateo	ABBOTT 6-8
	8	3200 Block Casa de Campo	San Mateo	ABBOTT 6-8
	8	1500 Block Lago Street	San Mateo	ABBOTT 6-8
	8	300 Block Ramona St	San Mateo	ABBOTT 6-8
	8	400 Tilton Avenue	San Mateo	ABBOTT 6-8
	7	1900 Block S Delaware St	San Mateo	ABBOTT 6-8
	7	444 Block Studio Circle	San Mateo	ABBOTT 6-8
	6	20 Block N Ellsworth	San Mateo	ABBOTT 6-8
	7	1800 Block Shoreview Avenue	San Mateo	ABBOTT 6-8
	6	3100 Block La Selva St	San Mateo	ABBOTT 6-8
	8	3600 Block Oso Street	San Mateo	ABBOTT 6-8
	7	400 N San Mateo Ave	San Mateo	ABBOTT 6-8
	7	10 Block N Claremont	San Mateo	ABBOTT 6-8
	8	200 Block Boothbay Avenue	Foster City	ABBOTT 6-8
	8	1700 Block 2nd Ave	San Mateo	ABBOTT 6-8
	7	2700 Block Edison St	San Mateo	ABBOTT 6-8
	7	200 Block Boothbay Ave	Foster City	ABBOTT 6-8
	6	300 Block Rolling Hills Ave	San Mateo	ABBOTT 6-8
	8	1500 Block S Claremont St	San Mateo	ABBOTT 6-8
	6	1200 Block Monte Diablo Ave	San Mateo	ABBOTT 6-8

Bayside Academy

	Grade	Address	City	School
	8	800 Block Nevada Ave.	San Mateo	BAYSIDE K-8 (formerly 6-8)
	6	3900 Block O'Neill Dr	San Mateo	BAYSIDE K-8 (formerly 6-8)
	8	700 Block N Amphlett	San Mateo	BAYSIDE K-8 (formerly 6-8)
	6	2000 Block Harrison Avenue	San Mateo	BAYSIDE K-8 (formerly 6-8)
	7	1600 Block S Delaware Street	San Mateo	BAYSIDE K-8 (formerly 6-8)
	7	1600 Block Norton St	San Mateo	BAYSIDE K-8 (formerly 6-8)
	7	400 Block Patricia Ave	San Mateo	BAYSIDE K-8 (formerly 6-8)
	6	900 Block Tilton Avenue	San Mateo	BAYSIDE K-8 (formerly 6-8)
	6	400 Block Rogell Ct	San Mateo	BAYSIDE K-8 (formerly 6-8)
	7	1600 Block McKinley St	San Mateo	BAYSIDE K-8 (formerly 6-8)
	7	500 Block North San Mateo Dr	San Mateo	BAYSIDE K-8 (formerly 6-8)
	8	1500 Block Shoreview Ave	San Mateo	BAYSIDE K-8 (formerly 6-8)

Borel Midle School

	Grade	Address	City	School
	7	2900 Block Edison St	San Mateo	BOREL 6-8
	6	500 Block State St	San Mateo	BOREL 6-8
	8	300 Block N Claremont Street	San Mateo	BOREL 6-8
	6	800 Block Vine Court	San Mateo	BOREL 6-8
	6	600 Block North El Camino Real	San Mateo	BOREL 6-8
	6	1900 Block S Delaware St	San Mateo	BOREL 6-8

Bowditch Middle School

	Grade	Address	City	School
	6	1700 Block S Norfolk	San Mateo	BOWDITCH 6-8
	6	1800 Block El Parque Ct	San Mateo	BOWDITCH 6-8
	7	400 Block Studio Circle	San Mateo	BOWDITCH 6-8
	7	300 Block E. Poplar Ave	San Mateo	BOWDITCH 6-8
	7	1400 Block Beacon Ave	San Mateo	BOWDITCH 6-8
	5	600 Block Bobstay Ln	Foster City	BOWDITCH 6-8
	7	500 Block S Hummingbird Ln	San Mateo	BOWDITCH 6-8
	7	100 Block N Eldorado St	San Mateo	BOWDITCH 6-8
	7	3700 Block Kenwood Ave	San Mateo	BOWDITCH 6-8
	6	1100 Block Dix Street	San Mateo	BOWDITCH 6-8
	6	800 Block Erickson Ln	Foster City	BOWDITCH 6-8
	7	1600 Block S Grant St	San Mateo	BOWDITCH 6-8
	6	200 Block 37th Ave	San Mateo	BOWDITCH 6-8
	7	2000 Block S. Delaware St	San Mateo	BOWDITCH 6-8
	7	10 Block Hobart Ave	San Mateo	BOWDITCH 6-8
	8	1700 Block Lake St	San Mateo	BOWDITCH 6-8

Brewer Island Elementary School

	Grade	Address	City	School
	Pre-K	800 Block W. Hillsdale Blvd	San Mateo	BREWER IS
	K	107 W 39th Ave	San Mateo	BREWER IS
	Pre-K	500 Block E 5th Ave	San Mateo	BREWER IS
	K	100 Block N Claremont St	San Mateo	BREWER IS
	K	600 Block Beachpark Blvd	Foster City	BREWER IS
	K	400 Block N. San Mateo Dr	San Mateo	BREWER IS
	Pre-K	500 Block Boughton Lane	Foster City	BREWER IS
		300 Block N Ellsworth	San Mateo	BREWER IS
	5	1000 Block Shell Blvd	Foster City	BREWER IS
	5	100 Block Beach Park Blvd	Foster City	BREWER IS
	4	10 Block S Delaware St	San Mateo	BREWER IS
		500 Block 19th Ave	San Mateo	BREWER IS
	5	1600 Block Cobb St	San Mateo	BREWER IS
	Pre-K	3200 Block Casa De Campo	San Mateo	BREWER IS
		1500 Block S Claremont	San Mateo	BREWER IS
	Pre-K	200 Block S. Norfolk St	San Mateo	BREWER IS

College Park Elementary School

	Grade	Address	City	School
	K	100 Block N El Camino Real	San Mateo	COLLEGE PARK K-5
	1	800 Block N Amphlett Blvd	San Mateo	COLLEGE PARK K-5
	1	1600 Block Roberta Dr	San Mateo	COLLEGE PARK K-5
	1	100 Block N Grant St	San Mateo	COLLEGE PARK K-5
	1	200 Block W 39th Ave	San Mateo	COLLEGE PARK K-5
	1	1100 Block Foster City Blvd	Foster City	COLLEGE PARK K-5

Fiesta Gardens Elementary

	Grade	Address	City	School
	Pre-K	10 Block S Grant St	San Mateo	FIESTA GDS. K-5
	Pre-K	10 Block S Grant St	San Mateo	FIESTA GDS. K-5
	K	1600 Block York Ave	San Mateo	FIESTA GDS. K-5
	Pre-K	600 Block N Delaware St	San Mateo	FIESTA GDS. K-5
	K	300 Block N Ellsworth Ave	San Mateo	FIESTA GDS. K-5
	K	400 Block Studio Cir	San Mateo	FIESTA GDS. K-5
	K	300 Block N Ellsworth	San Mateo	FIESTA GDS. K-5
	K	500 Block 19th Ave	San Mateo	FIESTA GDS. K-5
		10 Block N Fremont St	San Mateo	FIESTA GDS. K-5
		600 Block Edgewater Blvd	Foster City	FIESTA GDS. K-5
	Pre-K	600 Block Edgewater Blvd	Foster City	FIESTA GDS. K-5

Foster City Elementary School

	Grade	School	City	School
	1	10 Block N Claremont St	San Mateo	FOSTER CITY K-5
	2	1700 Block S Grant St	San Mateo	FOSTER CITY K-5
	3	1400 Block Cobb Street	San Mateo	FOSTER CITY K-5
	2	900 Block Norton St	San Mateo	FOSTER CITY K-5
	2	1700 Block Los Altos Drive	San Mateo	FOSTER CITY K-5
		900 Block Catamaran	Foster City	FOSTER CITY K-5
	3	700 Block Summerset Ln	Foster City	FOSTER CITY K-5
	2	300 Block N El Dorado St	San Mateo	FOSTER CITY K-5

George Hall Elementary School

	Grade	Address	City	School
		100 Block N Clarmont	San Mateo	GEORGE HALL K-5
		3300 Block Los Prados St	San Mateo	GEORGE HALL K-5
	4	900 Block South B St	San Mateo	GEORGE HALL K-5
	4	900 Block Sextant Ct	San Mateo	GEORGE HALL K-5
		1300 Block S Norfolk St	San Mateo	GEORGE HALL K-5
	1	400 Block Burns Le	San Mateo	GEORGE HALL K-5
	1	10 Block 9th Avenue	San Mateo	GEORGE HALL K-5
		1700 Block Nash Dr	San Mateo	GEORGE HALL K-5
	Pre-K	900 Block S Delaware St	San Mateo	GEORGE HALL K-5
	2	200 Block Elm St	San Mateo	GEORGE HALL K-5
	2	1000 Block Foster City Blvd	Foster City	GEORGE HALL K-5
		1200 Block Moonsail Ln	Foster City	GEORGE HALL K-5
		1400 Block Beachpark Blvd	Foster City	GEORGE HALL K-5
	2	800 Block Sea Spray Ln	Foster City	GEORGE HALL K-5
	2	1200 Block Monte Diablo Ave	San Mateo	GEORGE HALL K-5
	PreK	1000 Block Beach Park Blvd	Foster City	GEORGE HALL K-5
	2	3200 Block Casa De Campo	San Mateo	GEORGE HALL K-5
	4	200 Block N Delaware St	San Mateo	GEORGE HALL K-5
		6100 Block Admiralty Ln	Foster City	GEORGE HALL K-5
	2	10 Block N Claremont St	San Mateo	GEORGE HALL K-5
	k	800 Block N Amphlett Blvd	San Mateo	GEORGE HALL K-5
	4	100 Block S Idaho St	San Mateo	GEORGE HALL K-5
	Pre-K	30 Block Madison Ave	San Mateo	GEORGE HALL K-5
		20 Block E 16th Ave	San Mateo	GEORGE HALL K-5
		10 Block E 39th St	San Mateo	GEORGE HALL K-5
	4	100 Block Arrowood Lane	San Mateo	GEORGE HALL K-5

Laurel Elementary School

	Grade	Address	City	School
	3	3200 Block Casa de Campo Wy	San Mateo	LAUREL K-5
	3	3200 Block Casa de Campo Wy	San Mateo	LAUREL K-5
	5	200 Block N Humbolt St	San Mateo	LAUREL K-5
	5	100 Block Grand Ln	Foster City	LAUREL K-5
	2	400 Block N Bayshore Blvd	San Mateo	LAUREL K-5
	5	1100 Block Sprague Lane	Foster City	LAUREL K-5
	2	1200 Block Schooner St	Foster City	LAUREL K-5
	3	10 Block N Fremont St	San Mateo	LAUREL K-5
	2	300 Block N Ellsworth Ave	San Mateo	LAUREL K-5
	4	400 Block Villa Terrace	San Mateo	LAUREL K-5
	1	3100 Block La Selva Circle	San Mateo	LAUREL K-5
	3	800 Block N Humboldt St	San Mateo	LAUREL K-5
	1	100 Block Prague St	San Mateo	LAUREL K-5
	2	3900 Block Pacific Blvd	San Mateo	LAUREL K-5
	5	100 Block N Fremont St	San Mateo	LAUREL K-5
	1	1000 Block Shell Blvd	Foster City	LAUREL K-5
	3	3200 Block Casa de Campo	San Mateo	LAUREL K-5
	5	1800 Block Hemlock Ave	San Mateo	LAUREL K-5
	2	500 Block Sunnybrae Blvd	San Mateo	LAUREL K-5
	2	1200 Block E Hillsdale Blvd	Foster City	LAUREL K-5

LEAD Elementary School

	Grade	School	City	School
	Pre-K	4100 Block Beresford St	San Mateo	Lead Elementary K-5
		900 Block E Hillsdale Blvd	Foster City	Lead Elementary K-5
	5	200 Block Chesterton Place	San Mateo	Lead Elementary K-5
	Pre-K	300 Block Santa Clara Way	San Mateo	Lead Elementary K-5
	Pre-K	2300 Block Alameda de las Pulgas	San Mateo	Lead Elementary K-5
	5	900 Block E Hillsdale Blvd	Foster City	Lead Elementary K-5
	Pre-K	600 Block Edgewater Blvd	Foster City	Lead Elementary K-5
	Pre-	100 Block Prauge St	San Mateo	Lead Elementary K-5
	4	200 Block Ramona St	San Mateo	Lead Elementary K-5
	Pre-K	100 Block Starlite Dr	San Mateo	Lead Elementary K-5
	K	700 Block Marlin Ave	Foster City	Lead Elementary K-5
	Pre-K	1600 Block Oakwood Dr	San Mateo	Lead Elementary K-5
	Pre-K	1000 Block Galley Ln	Foster City	Lead Elementary K-5

Meadow Heights Elementary School

	Grade	School	City	School
	3	P.O Box 25599	San Mateo	MEADOW HTS. K-5
	1	1500 Block Locust St	San Mateo	MEADOW HTS. K-5
		200 Block Chesterton Place	San Mateo	MEADOW HTS. K-5
	4	500 Block E Santa Inez	San Mateo	MEADOW HTS. K-5
		700 Block N Amphlett Blvd	San Mateo	MEADOW HTS. K-5
	2	400 Block Rogell Ct	San Mateo	MEADOW HTS. K-5
	5	100 Block N Eldorado St	San Mateo	MEADOW HTS. K-5
	5	3000 Block Los Prados Street	San Mateo	MEADOW HTS. K-5
		400 Block E 40th Ave	San Mateo	MEADOW HTS. K-5
	1	700 Block Patricia Ave	San Mateo	MEADOW HTS. K-5
	5	2300 Block Elliot St	San Mateo	MEADOW HTS. K-5
	4	6200 Block Admiralty Ln	Foster City	MEADOW HTS. K-5
	3	400 Block E Poplar Ave	San Mateo	MEADOW HTS. K-5
	5	1900 Block S. Delaware St	San Mateo	MEADOW HTS. K-5
	5	300 Block Peninsula Ave	San Mateo	MEADOW HTS. K-5
	1	700 Block Foster City Blvd	Foster City	MEADOW HTS. K-5

San Mateo Park Elementary School

	Grade	Address	City	School
	1	10 Block E 40th Ave	San Mateo	PARK K-5
	1	3200 Block Casa de Campo	San Mateo	PARK K-5
	2	400 Block E Hillsdale Blvd	San Mateo	PARK K-5
	1	1200 Block S El Camino Real	San Mateo	PARK K-5
		2700 Block Flores Ave	San Mateo	PARK K-5
		100 Block Beach Park Blvd	Foster City	PARK K-5
	1	600 Block Guilford Avenue	San Mateo	PARK K-5
	K	1100 Block Folkstone Ave	San Mateo	PARK K-5
		700 Block Coronado Ln	Foster City	PARK K-5
	1	800 Block N Amphlett Blvd	San Mateo	PARK K-5

Parkside Elementary School

	Grade	Address	City	School
	Pre-K	4100 Block Beresford St	San Mateo	PARKSIDE K-5
	2	300 Block N Claremont	San Mateo	PARKSIDE K-5
	k	1100 Block Foster City Blvd	Foster City	PARKSIDE K-5
	Pre-K	900 Block E Santa Inez Ave	San Mateo	PARKSIDE K-5
	5	300 Block E Poplar Ave	San Mateo	PARKSIDE K-5
	5	100 Block N Idaho St	San Mateo	PARKSIDE K-5
	1	700 Block N Amphlett	San Mateo	PARKSIDE K-5
	2	100 Block N Idaho St	San Mateo	PARKSIDE K-5
	Pre-K	2100 Block S Norfolk St	San Mateo	PARKSIDE K-5
	1	3200 Block Casa De Campo	San Mateo	PARKSIDE K-5
	k	500 Block North San Mateo Dr	San Mateo	PARKSIDE K-5
	Pre-K	100 Block Winchester Ct	Foster City	PARKSIDE K-5
	5	1700 Block Cypress Ave	San Mateo	PARKSIDE K-5
	5	1700 Block Cypress Ave	San Mateo	PARKSIDE K-5
	5	30 Block Live Oak Dr	San Mateo	PARKSIDE K-5
	1	100 Block N Grant St	San Mateo	PARKSIDE K-5
	5	3200 Block La Selva St	San Mateo	PARKSIDE K-5
	5	100 Block N Humboldt St	San Mateo	PARKSIDE K-5
	k	10 Block N Idaho	San Mateo	PARKSIDE K-5
	k	100 Block 36th Ave	San Mateo	PARKSIDE K-5
	1	300 Block Poinsettia Ave	San Mateo	PARKSIDE K-5
		4200 Block Admirality Ln	Foster City	PARKSIDE K-5
	Pre-K	600 Block S Eldorado	San Mateo	PARKSIDE K-5
		100 Block Warren Rd	San Mateo	PARKSIDE K-5
	Pre-K	1106 Bayswater Ave.	San Mateo	PARKSIDE K-5
		800 Block Foster City Blvd	Foster City	PARKSIDE K-5
	Pre-K	1400 Block Via Vista	San Mateo	PARKSIDE K-5
	Pre-K	100 Block N Delaware St	San Mateo	PARKSIDE K-5
	Pre-K	100 Block N Delaware St	San Mateo	PARKSIDE K-5
	Pre-K	200 Block N Delaware St	San Mateo	PARKSIDE K-5
	Pre-K	700 Block N Claremont St	San Mateo	PARKSIDE K-5

Exhibit I -

Parkside Elementary School - Continued

	3	1800 Block Royal Ave	San Mateo	PARKSIDE K-5
	Pre-K	800 Block Spruance Ln	Foster City	PARKSIDE K-5
	Pre-K	2300 Block Holland St	San Mateo	PARKSIDE K-5
	Pre-K	3200 Block Casa de Campo Way	San Mateo	PARKSIDE K-5
	Pre-K	3200 Block Casa De Campo Way	San Mateo	PARKSIDE K-5
	5	10 Block 17th Ave	San Mateo	PARKSIDE K-5
		1000 Block Grebe St	Foster City	PARKSIDE K-5
	5	800 Block Sea Spray Ln	Foster City	PARKSIDE K-5

Sunnyside Elementary School

	Grade	Address	City	School
	3	1000 Block Foster City Blvd	Foster City	SUNNYBRAE K-5
	4	300 Block N. Eldorado St.	San Mateo	SUNNYBRAE K-5
	3	3200 Block Admiralty Lane	Foster City	SUNNYBRAE K-5
		400 Block E Hillsdale Blvd	San Mateo	SUNNYBRAE K-5
	3	700 Block Bounty Dr	Foster City	SUNNYBRAE K-5
	3	800 Block 9th Ave	San Mateo	SUNNYBRAE K-5
	3	1200 Block S. El Camino Real	San Mateo	SUNNYBRAE K-5
	3	300 Block N Humboldt St	San Mateo	SUNNYBRAE K-5
	3	100 Block N Idaho St	San Mateo	SUNNYBRAE K-5
	3	200 Block N Claremont	San Mateo	SUNNYBRAE K-5

EXIHIBIT G
CONTRACT AGREEMENT
PUPIL TRANSPORTATION SERVICES
FOR
SAN MATEO-FOSTER CITY SCHOOL DISTRICT
1170 CHESS DRIVE
FOSTER CITY, CA 94404

AGREEMENT

This AGREEMENT is made and entered into _____, by and between the San Mateo-Foster City School District, hereinafter referred to as "DISTRICT", and _____, hereinafter referred to as "CONTRACTOR". This AGREEMENT supersedes and renders null and void all prior AGREEMENTS, contract amendments, addenda, payment schedules and provisions.

WITNESSETH

The DISTRICT and the CONTRACTOR for the consideration hereinafter named, mutually agree as follows:

1. SCOPE OF CONTRACT. The CONTRACTOR shall operate and maintain one or more school buses for the transportation of students served in the San Mateo-Foster City School District programs and designated Special Education students served by Non-Public Schools and Non-Public Agencies located within San Mateo County and other Counties as required by IEPs (collectively referred to herein as "students transported under this Agreement") using buses provided by the DISTRICT AND CONTRACTOR. Such transportation may be either within or outside San Mateo County and on any day or days during the term of the Agreement. The CONTRACTOR shall provide daily transportation services for the students served in San Mateo-Foster City School District programs and such other transportation needs as may be specified by the DISTRICT. As used in this Agreement:

a. The term "daily service or route" is defined as any pick-up and drop off location as designated by the District including home-to-school, and school-to-home transportation of any San Mateo-Foster City School District students that takes place at those times when the District is in session (for example, at the beginning, midday or at the end of the school day for such students.)

b. The term "other transportation," as used herein, is defined as any transportation of students and DISTRICT personnel, including, but not limited to, transportation to and from extracurricular events, and transportation of students attending other school districts within San Mateo County pursuant to agreements between those districts and the DISTRICT.

c. The CONTRACTOR, at their sole discretion, shall hire, manage and supervise all drivers to provide for the transportation services under this Agreement using buses owned by the DISTRICT, and as required, additional buses to fill any transportation gaps.

d. The DISTRICT's Contact shall be the Director of Facilities, Maintenance and Operations or his/her designee unless otherwise specified and communicated to the CONTRACTOR in writing.

2. TERM OF AGREEMENT. The term of the Agreement shall begin on August 1, 2019 and end on July 31, 2022. The terms "contract year" and "academic year" shall mean the period of August 1, 2019 through July 31, 2020, and then each twelve months falling between August 1st and July 31st thereafter until July 31, 2022; provided,

however, that upon agreement of the District and the Contractor this contract may be extended an additional year at a time for a total of five (5) years.

3. AGREEMENT DOCUMENTS. The complete Agreement binding the parties consists of this Agreement and all of the RFQ submittal documents and addenda, the Cost Proposal, the Bid Bond, the Performance Bond and the Proposal Questionnaire of the CONTRACTOR, all of which are hereby incorporated herein by reference. In the event of any conflict between the terms of this Agreement and the proposal, the terms of this Agreement shall govern.

4. PERMITS AND LICENSES. The CONTRACTOR, its employees and agents shall secure and maintain valid permits, licenses and certifications and shall comply with all applicable fingerprinting laws that are required by law for the execution of this Agreement.

5. INSURANCE. Insurance must be provided for all buses used for the DISTRICT's students by an insurance company licensed to do business in California for all claims arising from or relating to the performance of the Agreement. Insurance is to be placed with insurers with an A.M. Best rating of no less than A VII, exception may be made for the State Compensation Insurance Fund when not specifically related. All insurance required under this section must be obtained within ten (10) days of bid award and must be approved by the DISTRICT. The CONTRACTOR shall furnish the DISTRICT with Certificates of Insurance and endorsements evidencing the required coverage. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to the DISTRICT of any pending change in the limits or of liability or of any cancellation or modification of the policy.

In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or cancelled, the DISTRICT, at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work pursuant to this Agreement.

a. Public Liability, Property Damage, and Vehicle Liability Insurance.

The CONTRACTOR shall take out and maintain during the term of this Agreement such General Liability Insurance as shall protect them while performing work covered by this Agreement from any and all claims for damages for bodily injury including accidental death, as well as any and all claims for property damage which may arise from the CONTRACTOR's operations under this Agreement whether such operations are by itself or by any SUBCONTRACTOR or by anyone directly or indirectly employed by either of them. Such General Liability coverage shall be at least as broad as Insurance Services Office (ISO) Form CG 00 01 (Occurrence Form). The CONTRACTOR's limit of such insurance shall be a minimum of \$15 (fifteen million dollars) per occurrence.

The CONTRACTOR shall take out and maintain during the term of this Agreement such Automobile Liability Insurance as shall protect them while performing work covered by this Agreement from any and all claims for damages for bodily injury including accidental death, as well as any and all claims for property damages which may arise from the CONTRACTOR's operations under this Agreement whether such operations are by itself or by any SUBCONTRACTOR or by anyone directly or indirectly employed by either of them. Such Automobile Liability coverage shall be at least as broad as Insurance Services Office (ISO) Form CA 00 01 with symbol 1 (any auto). The CONTRACTOR's limit of such insurance shall be a minimum of \$15 (fifteen million dollars) combined single limit per occurrence.

Both the General Liability and Automobile Liability insurance shall be endorsed to include the DISTRICT, its officers, officials, agents, and employees as additional insured's with respect to liability arising out of work or operations performed by or on behalf of the CONTRACTOR. Such insurance shall contain a provision that the insurance afforded thereby to the DISTRICT and its officers, officials, agents, and employees shall be primary insurance to the full limits of liability of the policy, and that if the DISTRICT, its officers, officials, agents and employees have other insurance against a loss covered by such a policy, such other insurance shall be excess insurance only.

The DISTRICT shall provide Property Insurance for their bus fleet. After two (2) years from the date this Agreement is first executed the DISTRICT may, at its sole discretion, require an increase in the amount of liability insurance to the level then customary in similar District agreements by giving sixty (60) days written notice to CONTRACTOR. Any

such increase shall be specified and confirmed in writing, signed by the parties, and made part of any incorporated by reference in this Agreement.

b. Workers' Compensation Insurance.

The CONTRACTOR shall have in effect during the entire life of this Agreement, Workers' Compensation providing full statutory coverage and Employers' Liability Insurance with a minimum limit amount of \$1,000,000 (one million dollars). The Workers Compensation policy shall be endorsed with a waiver of subrogation in favor of the DISTRICT for all work performed by CONTRACTOR, its employees, agents and SUBCONTRACTORS. In signing this Agreement, the CONTRACTOR makes the following certification required by Section 18 of the California Labor Code:

"I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this Agreement."

6. LEGAL REQUIREMENTS. Operations and services covered by this Agreement must comply with applicable laws, ordinances and other legal requirements including, among others, the California Education Code, San Mateo County Office of Education Administrative Regulation 3510.3, the California Highway Patrol HPH 82.7, the Safety Orders of the California Division of Industrial Safety and applicable requirements of the California Administrative Code, Title 5, Chapter 1, Department of Education Subchapter 5, Pupil Transportation and with the California Administrative Code, Title 13, Motor Vehicles as it pertains to school buses. All operations must comply with CAL/OSHA regulations as well as Federal Standard 17 issued by the Dept. of Transportation, Washington, D.C.

7. HOLD HARMLESS AND INDEMNIFICATION. The CONTRACTOR shall hold harmless and indemnify the DISTRICT, its Officers and Employees, and the Governing Board of the San Mateo-Foster City School District, from every claim or demand which may be made by reason of any injury to person or property sustained by any person, firm or corporation, caused by any act, neglect, default or omission of the CONTRACTOR or of any person, firm, or corporation directly or indirectly employed by them upon or in connection with its performance under this Agreement except to the extent that such claim or demand arises from or is caused by the negligence or willful misconduct of the District, its agents or employees, or the Governing Board of the San Mateo-Foster City School District.

The CONTRACTOR, at its own expense and risk, shall defend any legal proceeding that may be brought against the DISTRICT, its Officers and Employees, and/or the Governing Board of the San Mateo-Foster City School District on any such claim or demand, and satisfy any judgment that may be rendered against the DISTRICT or the employees thereof, or the Governing Board acting in the course and scope of their offices and/or employment. In the event that any such proceeding is brought against the DISTRICT or the employees thereof, or the Governing Board on any such claim or demand, the CONTRACTOR shall have the right to select and employ counsel to defend such persons and entities and shall have the right to settle any claims when the CONTRACTOR, in its sole discretion, deems such a settlement advisable. The DISTRICT, the Governing Board, its Officers and Employees shall cooperate in all reasonable manners in the defense of such claims.

8. SAFETY PROGRAM. The CONTRACTOR shall provide regular and continuous formal safety instruction for all operating personnel, including, but not limited to, ALL employees assigned to operate all buses, on which District students are transported, pursuant to this Agreement. All operating personnel shall be required to attend regularly scheduled monthly safety meetings with no interruptions to the DISTRICT's Contract. The DISTRICT's Contact shall be notified by the CONTRACTOR in advance of the meeting time and location and may attend the meetings, as needed.

a. In accordance with State Law the CONTRACTOR will conduct school bus evacuation drills once during each academic year at no cost to the DISTRICT. The evacuation schedules will be communicated and provided to the DISTRICT's Contact.

b. The CONTRACTOR, at its expense, shall provide sufficient training hours for all drivers to maintain required California Highway Patrol bus driver certification.

c. The DISTRICT reserves the right to have the DISTRICT's Contact or designee check and ride on all buses and routes throughout the term of this Agreement.

d. The DISTRICT reserves the right to have the DISTRICT's Contact or designee speak directly to any driver of the CONTRACTOR regarding a route/student issue at any time during the Agreement.

9. ASSIGNMENTS OR SUBCONTRACTING. The CONTRACTOR shall not assign, transfer, or subcontract any of its rights, burdens, duties, or obligations without the advance written consent of the DISTRICT, except on a short term, interim basis in the event of an emergency for which the District must be notified by phone or email. The DISTRICT shall, should the CONTRACTOR be unable to provide personnel and buses necessary to meet the terms of this Agreement, bring in additional drivers and buses, including through contracted services, at no cost to the DISTRICT. All costs for such services shall be borne and paid by CONTRACTOR. The Contractor may assign this Agreement if the assignment is made to parent, subsidiary, related or affiliated company.

10. INDEPENDENT CONTRACTOR. While engaged in carrying out and complying with the terms and conditions of this Agreement the CONTRACTOR is an independent CONTRACTOR and not an Officer, Agent or Employee of the DISTRICT.

11. FORCE MAJEURE CLAUSE. The CONTRACTOR will be excused from performance hereunder during the time and to the extent that they are prevented from obtaining or performing the service by an act of God, fire, commandeering of materials and equipment, products, plants or facilities by the Federal or State Government, strikes or labor disputes when satisfactory evidence thereof is presented to DISTRICT, in writing, within five (5) days, after the date on which the CONTRACTOR first failed to provide said services demonstrating that the non-performance is not due to the fault or negligence of CONTRACTOR. Shall any of this occur, the DISTRICT will not be charged for the days the CONTRACTOR does not provide services.

12. RELATIONS WITH THE PUBLIC. It is the intent of the DISTRICT to obtain the best quality transportation available that incorporates the highest performance standards and safety for the education and benefit of the students transported under this Agreement. The CONTRACTOR agrees to make available personnel to immediately evaluate the performance of any driver upon request of the DISTRICT's Contact at no cost to the DISTRICT. The CONTRACTOR will cooperate in all manners within its means in maintaining an image commensurate with the goals of the DISTRICT and the Governing Board. The DISTRICT reserves the right to have those CONTRACTOR employees who do not meet these standards removed from service under this Agreement.

13. EMERGENCY / ACCIDENT PLAN. Prior to the opening of the academic/school year, the CONTRACTOR will meet with the DISTRICT'S Contact to review and approve CONTRACTOR's established procedures for use in the event of any emergency or accident.

14. CONTRACTOR PERSONNEL. All personnel assigned to perform under this Agreement shall be subject to continuous approval by the DISTRICT. All drivers employed by the CONTRACTOR to provide service in this Agreement shall have and maintain valid California School Bus Driver Certification at all times. All drivers shall be subject to a background check prior to the beginning of this Agreement and periodically thereafter, as needed, to the extent allowed by law. All crimes committed by the drivers shall immediately be communicated to the DISTRICT.

a. Should any concern arise regarding the appropriateness of any driver on a route, the CONTRACTOR shall, upon the notice from the DISTRICT's Contact or designee, immediately remove the driver from conveying any students transported under this Agreement until such time as the concern is resolved.

b. CONTRACTOR hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 2 U.S.C. Sections 2000 (e) through 2000 (e) (17), to the end that no person shall, on the grounds of race, creed, color, sex, mental or physical disability, or national origin be excluded from participation, in be denied the benefits of or otherwise be subjected to discrimination under this Agreement or under any project, program or activity supported by this Agreement.

c. For Special Education students, each driver shall notify Dispatch and await instructions from when there is no parent or guardian or DISTRICT staff present to receive student transported under this Agreement. Contractor shall notify District whenever there is such incident.

d. Each driver will radio in for instructions if asked to transport an item or items other than those approved by the DISTRICT'S Contact.

e. All drivers shall be required to take count of the total number of students transported from each pick up location, and make the data available to the DISTRICT's Contact.

All drivers shall be required to immediately notify their Operations Supervisor in writing of any student transported under this Agreement who has not ridden the bus for any two-week period, provided the DISTRICT's Contact has not notified the CONTRACTOR of the impending absence.

The CONTRACTOR shall immediately notify the DISTRICT's Contact after each of these occurrences.

f. All drivers shall follow the routes as provided by the DISTRICT's Contact. The DISTRICT reserves the right to change the route assignment of any driver if the best interest of the DISTRICT will be served.

g. It shall be the driver's responsibility to ensure that car seats, seat belts, safety vests, buckle guards, belly belts, safety vest straps and/or wrist restraints are properly adjusted and fastened as soon as the student transported under this Agreement enters their seat and or the duration of the trip. Electric wheelchairs must be in the "OFF" position for loading and unloading safety. Wheelchair brakes must be in a locked position during transport. Students transported under this Agreement who are in wheelchairs must be adequately secured within the bus by the driver to prevent movement or tipping during normal turning, acceleration or deceleration of the bus. The CONTRACTOR shall notify the DISTRICT's Contact immediately of any student equipment not in proper transport or working condition. CONTRACTOR and the DISTRICT's Contact shall ensure that all wheelchairs transported are properly maintained by their owners and have any additional unique restraints required for safe transport. Students transported under this Agreement who have been issued a safety vest must wear the vest during transport. If the safety vest is not available, the student shall not be transported for safety reasons. Wheelchairs and car seats will be provided by the parent/guardian. All other safety equipment will be provided by the CONTRACTOR.

h. Each school bus driver employed by the CONTRACTOR to provide service to the DISTRICT shall be fit for duty. Each driver shall have a skin test and/or chest x-ray indicating the driver is free from tuberculosis prior to driving a school bus in service of the DISTRICT. Skin test and/or chest x-rays shall be required every four (4) years at the CONTRACTOR's expense. CONTRACTOR shall establish and maintain a record-keeping system to assure that each driver meets these requirements. These records shall be available for review by the DISTRICT.

i. CONTRACTOR will cover DISTRICT routes without interruption if a driver is ill, with no additional costs.

j. CONTRACTOR shall communicate any route changes to the District's Contact electronically before 9:30 AM.

k. Drivers required to transport students in wheelchairs, safety vests or car seats must receive appropriate training or retraining in special equipment needs before they are allowed to begin transporting these students. All drivers shall be physically capable of performing the required techniques. No driver shall be required to lift students transported under this Agreement on/off bus.

l. Drivers will not be required to transport sick children or children with contagious afflictions (i.e., chicken pox, pink eye, lice).

m. CONTRACTOR shall provide all drivers with a handbook which states the driver's duties and responsibilities, and includes County Office of Education, Administrative Regulation 3510.3. Any updates or changes to this regulation will be communicated to CONTRACTOR by DISTRICT.

n. CONTRACTOR shall require all drivers, including substitute and stand-by drivers, to have an accurate timepiece with them while on duty so that the driver can maintain established scheduled route times.

o. All drivers, including substitute and stand-by drivers, shall be required to carry a current San Mateo County and Santa Clara County, and other counties' road map book as required at all times.

p. For Special Education students, at no time shall CONTRACTOR disembark a Special Education student transported under this Agreement at a specific location without a receiving adult in attendance unless the student's parent or guardian has executed a Release Form Responsibility form. Each driver shall notify Dispatch and wait instructions when there is no parent or guardian present to receive a student transported under this Agreement. The DISTRICT's Contact will notify CONTRACTOR when a completed Release From Responsibility Agreement at a specific location without a receiving parent or guardian in attendance. Prior to notifying the CONTRACTOR, the DISTRICT's Contact will require that this form is signed by the student's parent or guardian and by the authorized signatory of the DISTRICT. In the event that a claim, suit or other legal proceeding is filed alleging liability based on leaving a student transported under this Agreement without a receiving parent or guardian in attendance -- and no Release From Responsibility form -- has been signed and the CONTRACTOR has been properly advised, the CONTRACTOR shall be solely responsible for defense of any such action and for the payment of any judgment that may be rendered, unless it is an emergency.

q. When specified by the DISTRICT's Contact, a student transported under this Agreement may be required to transfer from one bus to another on any trip to or from school. At no time will the CONTRACTOR transfer any student transported under this Agreement without the prior approval of the DISTRICT's Contact or designee, unless an emergency.

r. Any and all information given to drivers regarding students is to be presumed confidential and under no conditions shall this information be used in violation of privacy rights of the students, their parents or guardians or caregivers. Any breach of confidentiality may result in legal action and/or disciplinary action against those responsible. Information including old route sheets must be shredded as soon as a replacement route sheet is generated. Drivers shall not discuss any student information or data at any time while in the presence of persons other than parents, DISTRICT staff, or staff of CONTRACTOR who are similarly bound.

s. All drivers shall be neatly groomed, appropriately dressed and wear a company I.D. Badge with name and picture. Drivers shall not smoke or use any tobacco products and shall not eat while on a route. Drivers shall not operate any handheld electronic devices, including cell phones or text messaging devices, while the ignition is engaged.

15. STAND-BY DRIVERS. CONTRACTOR shall provide sufficient regular CHP certified stand-by drivers on a daily basis and as required by DISTRICT. These stand-by drivers are to report to work on a schedule set by the CONTRACTOR and approved by the DISTRICT's Contact to assure that routes will not be missed because of late or absent drivers. In addition to the foregoing requirements, no relief, stand-by or newly assigned regular driver shall be dispatched on a route under this Agreement without being fully trained by the CONTRACTOR in the use of any and all equipment needed to safely transport the students transported under this Agreement on route. Driver must receive a full orientation by the CONTRACTOR as to the type of student and/or conditions to be expected on the route, special problems and a review of the route sheet. All personnel must review and are expected to follow all applicable Administrative Regulations and policies and procedures.

16. COLLECTIVE BARGAINING AGREEMENT AND PREVAILING WAGE RATE. Prior to commencement of services under this Agreement, the parties hereto shall formulate a plan for continuing transportation services to students transported under this Agreement during a work stoppage or labor dispute that would disrupt transportation services to the DISTRICT and said plan shall be a part of any labor agreement between CONTRACTOR and DISTRICT with records at any time these records are requested by the DISTRICT.

Bidders are hereby notified that pursuant to the Statutes of the State of California, of local law thereto applicable, the DISTRICT has ascertained that general prevailing wages and rates applicable to San Mateo County be paid to employees of the CONTRACTOR during the entire term of the Agreement.

The DISTRICT reserves the right to assign the areas covered by this section to another CONTRACTOR, either in whole or in part, whenever the CONTRACTOR is unable to perform due to lack of personnel or buses, or upon the occurrence of such other conditions as are specified in the paragraph entitled FORCE MAJEURE. In this event the assignment will cover the period in which the CONTRACTOR is unable to perform and will end, with the DISTRICT's agreement, when the CONTRACTOR has presented satisfactory evidence to the DISTRICT that the CONTRACTOR is able to perform the work hereunder.

Whenever the CONTRACTOR has knowledge that any actual or potential labor dispute is delaying or threatens to delay the timely performance of this Agreement, the CONTRACTOR shall immediately give notice thereof including all relevant information with respect thereto to the DISTRICT.

Ninety (90) days prior to the beginning of each academic year the CONTRACTOR shall provide the DISTRICT with a report on the current status of CONTRACTOR's employer-employee relations, and employee contracts where applicable.

17. ACCIDENT NOTIFICATION AND REPORTS. The CONTRACTOR must immediately notify the DISTRICT's Contact of an accident involving a school bus operating under this Agreement. Further, the CONTRACTOR must provide updated information to the DISTRICT's Contact as it becomes available. Initial accident reports may be delivered verbally, however, a written report that includes all pertinent information must be provided by the CONTRACTOR as soon as possible but in no event later than three (3) working days after the accident.

18. ACCOUNTING. The CONTRACTOR will provide the DISTRICT's Contact with an alphabetical listing of drivers and their routes at least thirty (30) calendar days prior to the contract start date. For billing purposes, a driver's consolidation is comprised of single/multiple routes in the morning/midday/afternoon. Each driver consolidation must be approved by the District's Contact before payment will be authorized. The DISTRICT's Contact will assign hours and prepare a billing consolidation, which shall be the basis of charge for all regular school days. Route standards will be calculated for routes which are ran on an irregular basis. Changes which are not authorized by the DISTRICT's Contact will not constitute a change in billing and will not be paid by the DISTRICT.

For the first six (6) weeks of the academic year, the hours established effective on the first day of school shall be the only basis of charge for all regular school days. Consolidation changes, ads and deletes will not change the billing computation for the first six (6) weeks; however, cancelled routes will be deducted from the billing computation. Therapy and Vocational Education activities will not be included in the initial billing unless that activity starts on the first day of school.

After the first six (6) weeks, the established hours will be revised to reflect actual route time. Differences between actual hours and the established hours will be reviewed and retroactive adjustments will be made as required. CONTRACTOR shall bill DISTRICT on a quarterly basis and with itemized accounting.

19. CANCELLED ROUTES OR DAILY SERVICE. The District shall not be obligated to accept or pay for any route herein agreed to be furnished by the CONTRACTOR on any day transportation is not needed, provided the DISTRICT's Contact has notified the CONTRACTOR no later than eight (8) hours before the route is to be run, and is a result of an emergency. The DISTRICT reserves the right to use drivers and buses of cancelled routes for other purposes (I.e., field trips, route evaluations, etc.) on the days the route is cancelled.

20. UNSCHEDULED CLOSING OF SCHOOLS. The DISTRICT shall not be obligated to accept or pay the four (4) hour minimum on those days when, by the direction of the DISTRICT, or by any other lawful mandate, an unscheduled closing of school(s) occurs, DISTRICT classes are closed to ensure the health and safety of the students, or schools are closed for any other lawful reason. The DISTRICT's Contact shall notify the CONTRACTOR immediately upon notification of such closure.

21. DAMAGES ON FAILURE TO PROVIDE SERVICE. It is agreed by the CONTRACTOR and the DISTRICT that due to the nature of the services to be rendered it would be impractical and extremely difficult to fix the actual damage caused by a failure to provide service under the Agreement. Accordingly, there shall be assessed as penalty the amount(s) set out below:

a. \$250.00 (Two hundred and fifty dollars) shall be assessed for each morning driver consolidation, or part thereof, that is 15 minutes or more late (routes starting in the morning).

b. \$250.00 (Two hundred and fifty dollars) shall be assessed for each midday driver consolidation, or part thereof, that is 15 minutes or more late (routes starting midday).

c. \$250.00 (Two hundred and fifty dollars) shall be assessed for each afternoon driver consolidation, or part thereof, that is 15 minutes or more late (routes starting afternoon).

d. In addition, failure of the CONTRACTOR to provide the DISTRICT's Contact immediately or within a reasonable time, as dictated by the nature of the occurrence or incident, complete and accurate information relating, but no limited to, late routes, routes covered by stand-by/cover drivers, accidents or the failure to use properly equipped buses as required by this Agreement, will result in an assessment of liquidated damages of \$150.00 (one

hundred and fifty dollars) per day and continuing at said rate for so long as CONTRACTOR fails to meet the requirements of this paragraph.

e. At the beginning of each academic year, the CONTRACTOR shall have a period of six (6) weeks in which no penalties will be assessed.

f. Prior to assessing any penalties, DISTRICT shall allow CONTRACTOR five (5) days in which to correct the deficiency which has led to the potential penalty.

Assessment of such penalties by the DISTRICT shall in no way relieve the CONTRACTOR of its obligation to provide spare buses and certified drivers sufficient to cover all interruptions in service to the DISTRICT due to failure of equipment or lack of personnel. For purposes of assessing penalties under this section, when a bus is late by fifteen (15) minutes or more, the penalties set forth above will apply. The sum of assessments for a given month shall be deducted by the DISTRICT's Contact in the payment to the CONTRACTOR for that month. The provisions of this paragraph do not apply when delays are caused by conditions beyond the control of the CONTRACTOR as determined by the DISTRICT's Contact and CONTRACTOR.

District must inform Contractor within 48 hours of a listed violation of its intent to assess liquidated damages for such event and must bill for such liquidated damage within 31 (thirty one) days of its assessment. Failure to either timely notify or bill Contractor shall relieve Contractor of its obligation to pay liquidated damages for that particular event.

22. ADJUSTMENT OF RATES. The rates established with this Agreement shall be subject to an annual cost-of-living adjustment. At the beginning of each contract year, the rates shall be adjusted by the three percent (3%) annually. The 3% increment shall be applied and in effect for the contract year, and shall not include the cost of fuel or vehicle maintenance. Fuel and vehicle maintenance shall be billed at actual costs, as specified in the RFQ.

The CONTRACTOR will be responsible for the cost of fuel and maintenance for CONTRACTOR owned vehicles. The DISTRICT will be responsible for the cost of fuel and maintenance for DISTRICT owned vehicles.

23. ROUTES AND SCHEDULES. Bus routes, schedules, pickup/drop-off locations, loading/unloading zones and times are to be established by the DISTRICT's Contact and are to be followed by all drivers without exception or deviation. All routes and schedules established by the DISTRICT's Contact must be followed exactly as provided to the CONTRACTOR.

If the CONTRACTOR is assigned to travel on a public road or enter private property that is the opinion of the CONTRACTOR endangers County students, personnel or equipment, the DISTRICT's Contact must be notified immediately. The CONTRACTOR shall send safety and training personnel to evaluate the area and immediately respond in writing to all DISTRICT's Contact.

The DISTRICT's Contact shall provide the CONTRACTOR with route masters, which list all students to be transported, at least two (2) weeks prior to the first day of each academic session. The route masters shall include: the name of each student, the order of pickup or delivery, pickup or delivery address, the school and program to which the student is assigned, the arrival and departure times of the assigned routes, the size and type of student equipment, and an indication of whether or not the student requires special handling.

Final routes for August 1, 2019 through July 31, 2020 will be provided to the CONTRACTOR no later than seven (7) days after the contract is awarded. The DISTRICT's Contact reserves the right to change school hours, routes, consolidations and schedules at any time provided that the CONTRACTOR will be given at least three (3) days prior notice. During the first month of school, the CONTRACTOR recognizes that numerous changes in routes and schedules may be required and will cooperate with DISTRICT's Contact to implement required changes as quickly and orderly as possible.

The DISTRICT's Contact will provide verbal or written notice of unsatisfactory service by any driver. The CONTRACTOR will investigate and reply with a verbal and written response on steps taken to correct/address the problem.

24. ROUTE BIDS. Since frequent changes in drivers have an adverse effect on the students, bidding for routes may occur no more than: 1) At the beginning of the School Year, 2) At the beginning of the first session of ESY; and, 3) At

the beginning of the second session of ESY.

25. DRY RUNS. Orientation dry runs – mornings, midday and afternoon, will be conducted for all routes prior to the beginning of August 1, 2019 start date and ongoing of any new school year and/or extended session and each time a route is changed. Parent information cards including route number, driver's name and pickup/drop off time, will be required for all routes during each dry run. The cost of the dry runs and driver orientation shall be borne by the CONTRACTOR.

26. SCHOOL BUS REQUIREMENTS. For any buses used by CONTRACTOR for DISTRICT's routes, in addition to the buses owned and made available by the DISTRICT, the CONTRACTOR shall provide only certified school buses which meet all applicable regulations and laws relating to the student transportation of California including all relevant requirements of the California Vehicle Code, Titles 5 and 13 of the California Administrative Code, all applicable rules, regulations and orders of the California Highway Patrol and the California Education Code.

All buses must meet or exceed the safety standards for school buses as established by Federal Standards. All buses provided by CONTRACTOR under this Agreement shall be equipped with air conditioning.

All buses the CONTRACTOR proposes to furnish shall be subject to the approval and acceptance of the DISTRICT. A bus offered which, in the opinion of the DISTRICT, is not suitable for its intended use shall be immediately replaced by a bus designed as acceptable to the DISTRICT at no additional cost to the DISTRICT.

All buses shall meet requirements of construction as established by Federal Motor Vehicle Safety Standards Numbers 217, 220, 221 and 222 inclusive. CONTRACTOR must furnish an Inspection Approval Certificate issued by the California Highway Patrol certifying that any bus used in this Agreement is in compliance with said provisions of the Vehicle Code and Regulations of the State Board of Education. CONTRACTOR agrees that all buses be supplied with a hand-held stop sign for red-light crossing. CONTRACTOR agrees that all buses shall be in excellent mechanical condition and appearance at all times. The DISTRICT reserves the right to inspect buses and associated equipment at any time during this contract. Buses which are deemed to be unfit for providing the required service or which do not have a current certification shall immediately be replaced by the CONTRACTOR which another bus in proper condition of the appropriate size, type and capacity. All required Special Education equipment shall be installed on all such replacement buses.

All buses, including spare buses, identified as being used for the transportation of student under this Agreement, shall be equipped with and all safety devices as required by the type of DISTRICT student being transported by CONTRACTOR. If, during the period of the Agreement, any installation or modification of equipment is required due to a change in the law or applicable rules and/or regulations, such modifications or installation shall be made by the CONTRACTOR with notification to the DISTRICT, for those changes made to DISTRICT owned buses. The cost of such modification and/or installation shall be borne by the DISTRICT for the DISTRICT owned buses and evidence of completion shall be provided to the DISTRICT.

Regular preventative maintenance as approved by the bus manufacturer shall be practiced on all buses. Buses shall be cleaned inside and out as necessary and repairs to visible body damage, inside and out, shall be made immediately after such damage occurs. Any and all damages and repairs shall be communicated to the DISTRICT.

27. SPARE BUSES. CONTRACTOR shall maintain sufficient spare buses to ensure that the DISTRICT has replacement buses if primary buses are inoperable. Spare buses shall not be dispatched without appropriate student equipment as designated on the route sheet. Failure to provide such equipment will constitute a failure to provide service as outlines in DAMGES ON FAILURE TO PROVIDE SERVICE.

28. COMMUNICATION SYSTEMS. The CONTRACTOR shall guarantee that all buses under this Agreement, including spare buses, be equipped with conventional (25 watt) mobile two-way communication systems that ensure the safety and security of DISTRICT Standards. The wattage power of the base station and mobile radio units shall be sufficient with ninety-five percent (95%) operability to a distance to ten (10) miles beyond any boundary of San Mateo County from the transmitting tower and the frequency band shall be used solely for the DISTRICT. The CONTRACTOR will also provide the DISTRICT's Contact Office with two (2) monitors and two (2) hand-held radios capable of receiving all radio transmissions. The CONTRACTOR will also have a minimum of two (2) computer terminals linked to the SUPERINTENDENT's computerized transportation system with the appropriate modifications.

The CONTRACTOR shall have installed and maintained at its bus yard a direct telephone tie-line to the DISTRICT's Contact Office.

29. LOCATION OF EQUIPMENT. The CONTRACTOR shall maintain District bus fleet and all necessary equipment for performance of the work to be done at agreed-upon locations within San Mateo County. However, during the first six (6) months of the Agreement and through July 31, 2022, CONTRACTOR can present an alternate site that is within a thirty (30) mile radius of San Mateo County.

30. CONTRACTOR REPORTS. CONTRACTOR agrees to provide DISTRICT with periodic reports and studies as requested by DISTRICT's Contact including, but not limited to, the following:

a. Provide reports on a daily basis notifying the DISTRICT's Contact of any deviations or changes from any route, for missed trips and routes driven by cover drivers, or combined/split routes.

b. Provide monthly bus utilization and employee (bus driver) timesheet information in a format specified by the DISTRICT's Contact which will permit the DISTRICT's Contact to verify routes actually ran by each bus and driver and compare this information to the routing and billing information generated by the DISTRICT's Contact's routing system.

c. Bi-monthly driver time checks including live time and deadhead as well as city of residence.

d. Access to copies of driver route notices and files.

e. Copies of all California Highway Patrol Approval Inspection Certificates and reports on buses and the terminal.

f. Detailed map to each DISTRICT school site showing ingress and egress for school buses.

g. Notification of hazards or obstacles as observed by CONTRACTOR personnel along routes and schedules provided by DISTRICT's Contact.

h. Monthly listing of assigned bus number to assigned driver.

i. Quarterly and yearly mileage report for all buses used to transport students under this Agreement.

j. Quarterly cost accounting information that provides detail associated with the actual costs for running the routes.

31. BUS DISCIPLINE. School bus drivers are responsible for rider discipline on their buses in accordance with CCR, Title 5, Section 14103 and the County Administrative Regulation 3510.3 (attached hereto and made a part hereof, marked Attachment A-I)

CONTRACTOR will be notified by DISTRICT of updates to regulations. Said Administrative Regulation sets forth the procedure to be followed in the event of incidents of misconduct on the part of a student. The DISTRICT's Contact will provide the CONTRACTOR with the forms and procedures for the driver's use in implementing the Administrative Regulation. However, no student transported under this Agreement is to be suspended from transportation services except by the DISTRICT's Contact according to ED CODE 48911(a)(h).

The procedure to be used with any student transported under this Agreement for any disruptive occurrence while in transit is for the driver to radio for special instructions from the DISTRICT's Contact. Upon the occurrence of a student seizure, the driver is to immediately notify the DISTRICT's Contact and wait for instructions. Upon completion of a route when such instruction has been required, the driver must complete an incident report that must be delivered to the DISTRICT's Contact Office within twenty-four (24) hours.

Incident reports must also be completed by any driver who experiences a problem and cannot identify an individual for citation. CONTRACTOR will report serious or persistent student misconduct to the DISTRICT's Contact. The DISTRICT's Contact or authorized District personnel, as appropriate, shall then impose reasonable disciplinary measures upon the students as referenced above.

32. TERMINATION OF AGREEMENT. Either party may terminate this Agreement for convenience upon 6 months written notice to the other party.

33. NO WAIVER OF DEFAULT. The omission by either party at any time to enforce any default or right reserved to it or to require performance of any of the terms, covenants or provisions hereof by the other party at the time designated shall not be a waiver of any such default or right to which the party is entitled nor shall it in any way affect the right of the party to enforce such provisions thereafter.

34. DISPUTE RESOLUTION. The parties agree to meet and confer in good faith on all matters and disputes under this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the date and year first above written.

San Mateo-Foster City School District

Carolyn Chow
Chief Business Official

Date

Contractor

By _____

Title _____

Date _____