1. **Scope of Services**

Vendor shall provide transportation for eligible students of Thrive Academy located at 2585 Brightside Drive, Baton Rouge, LA 70820. All transportation shall be performed in a safe and effective manner. Transportation shall be performed in accordance with Louisiana Department of Education regulations, to students within an 80 mile radius of Thrive Academy.

* 1. Vendor Qualifications

Vendor shall have a clean driving performance record. For purposes of this solicitation, a clean driving performance record is defined as at least 3 years without a driver being at fault in an accident.

Bidders should include the following in their bid:

* + 1. List of company’s contracts that have been revoked, cancelled, or not renewed in the last 5 years;
		2. Has the company been a party in a civil suit in the last 5 years? If so, provide a current docket sheet for each suit;
		3. Has the company been charged in the last 5 years with violation of the law or currently the subject of any governmental investigation? If so, provide a current docket sheet for each offense or nature of investigation.

Bidders should provide the following with their bid or within 2 days of request by the Office of State Procurement:

* 1. The year the company was formed;
	2. The total number of years of company school transportation experience;
	3. The total number of drivers employed or contracted by the company;
	4. The total number of buses, broken down by type and capacity, owned or contracted by the company.
1. Routing

Thrive anticipates that approximately 17 routes may be needed, servicing 165 - 200 students. These quantities are estimated and are subject to change.

Route 1 – Approximately 15 stops Route 10 – Approximately 6 stops

Route 2 – Approximately 17 stops Route 11– Approximately 6 stops

Route 3 – Approximately 17 stops Route 12 – Approximately 5 stops

Route 4 – Approximately 30 stops Route 13 – Approximately 1 stops

Route 5 – Approximately 35 stops Route 14 – Approximately 15 stops

Route 6 – Approximately 17 stops Route 15 – Approximately 15 stops

Route 7 – Approximately 18 stops Route 16 – Approximately 15 stops

Route 8 - Approximately 20 stops Route 17 – Approximately 15 stops

Route 9 – Approximately 10 stops

*(Routes 14 through 17 are optional based on Thrive’s final attendance roster for the 2025-2026 academic year)*

Route Locations includes but are not limited to:

* Monroe
* Lafayette/New Iberia
* New Orleans/Laplace/Belle Chase
* Gonzales/Donaldsonville/St Gabriel
* Denham Springs/Covington
* Franklinton
* Port Allen/Plaquemine
* East Baton Rouge Parish

Thrive shall provide Vendor with a list of total routes, students and addresses no later than July 31, 2025. Vendor shall provide Thrive with proposed routes and a passenger manifest for each route no later than 1 week following receipt of the list of students and addresses. Proposed routes shall begin and end at Thrive and shall include stop locations and times. Stops will be “door-to-door” and will not drop students off on street corners. Routing shall be designed to ensure safety, accessibility, and minimize ride times.

All routes and stops must be approved by Thrive. Vendor shall provide an electronic copy in Excel format of routes and stops.

It is anticipated that some student addresses will change during the school year. Vendor shall provide re-routing to accommodate address changes at no additional cost to Thrive.

1. Transportation Services
	1. Vendor shall provide transportation service along the approved routes. Vendor shall ensure the orderly and safe transportation of students and shall report any problems to Thrive immediately via written referral.

* 1. Pick Up

Vendor shall arrive to pick up students from their home or other designated location on Sundays beginning at approximately 2:00 PM and deliver the students to Thrive. Specific time shall be determined upon award. Three times a year, the pickup will occur on an alternate day due to holidays. Vendor will be provided with a school calendar prior to commencement of service.

* 1. Drop Off

Vendor shall return students to their home or other designated location on Friday’s beginning at approximately 1:30pm. Buses must be on campus by 1:00PM. Specific time shall be determined upon award. Two to three times a year, the drop off will occur on an alternate day due to holidays. Vendor will be provided with a school calendar prior to commencement of service.

* 1. Vendor shall ensure that buses remain on schedule and do not leave each stop prior to the designated time.
	2. Vendor shall ensure that ride times do not exceed the maximum allowable time according to State and Federal statutes and regulations.
	3. Pick Up and Drop Off shall only occur during the school year.
	4. Field Trips/Sporting Events

Vendor shall provide transportation for field trips/Sporting Events on an as needed basis, with an estimated number of field trips and Sporting Events to be 75-90. Thrive will inform Vendor of upcoming field trips no less than 1 week prior to the date of the field trip.

Pricing for field trips shall be per bus per hour.

Vendor’s offered price for field trips should be completed below and will remain firm for the duration of the contract.

|  |  |
| --- | --- |
|  | Offered Price |
| Price Per Bus, Per Hour – Within 50 mile radius |  |
| Price Per Bus, Per Hour – Within 80 mile radius  |   |
| Fuel surcharge – Outside 80 mile radius, if applicable  |  |

 8) Costs for Additional Bus Services

It is not anticipated that the following services will be needed, however should the need arise, bidder should be capable of providing the service.

Pricing for buses shall be per bus per hour.

Vendor’s offered price for additional bus services should be completed below and will remain firm for the duration of the contract.

1. Air Conditioned Bus – **Within current 50 mile radius route**

Offered Price

|  |
| --- |
| Price Per Bus, Per Day |

 2. Wheelchair Accessible Bus to include wheelchair lift and wheelchair restraints – **Within current 50 mile radius route**

Offered Price

|  |
| --- |
| Price Per Bus, Per Day |

3. Non Air Conditioned Bus **– For an additional route between 50 – 80 mile radius of Thrive**

Offered Price

|  |
| --- |
| Price Per Bus, Per Day |

 9) Stipulated Damages

 If services are not in conformity or not performed within the requirements of the contract, the Vendor agrees to pay stipulated damages.

 For each negligent or willful occurrence of a late arrival, late pickup, or early pickup,

 Contractor agrees to pay the sum of $150.00 per instance. Late arrival is defined as more than

15 minutes late to Thrive Academy on Fridays. Late pickup is defined as more than fifteen 15 minutes late to the first scheduled stop on Sundays or Fridays. Early pickup is defined as leaving a stop prior to the scheduled time. Stipulated damages will not be collected in force majeure situations or where safety of the driver, students, or general public may be impacted. This is not a penalty, but stipulated damages.

For each occurrence following the first occurrence of Non-Performance, (See #10 Performance Metrics below), Vendor agrees to pay the sum of $250.00 per occurrence. This is not a penalty but stipulated damages.

Contractor agrees that the amount of stipulated damages will be deducted from payments for the work under this contract. The Contractor shall be liable for stipulated damages in excess of amounts due the Contractor under this contract.

 10) Performance Metrics

“Non-Performance” shall be noted as failure to meet these performance metrics. Non-Performance will be at the discretion of Thrive and the Office of State Procurement and shall include:

1. Not arriving on time for pick-up.
2. Leaving a student stop before the appointed time.
3. Not updating route information in the agreed upon time
4. Any negligent actions of the driver that put students in danger such as reckless driving, smoking or not following the laws of the road
5. Missing a student on roster

The following guidelines shall apply to Non-Performance:

1. **First Occurrence**

Written warning

1. **Second Occurrence**

Written documentation and implementation of stipulated damages

1. **Third Occurrence**

Written documentation, implementation of stipulated damages, cancellation of contract for cause at the option of Thrive.

1. Drivers
	* 1. Vendor shall ensure all drivers meet or exceed the following:
2. At least 21 years of age;
3. Possess at least 5 years licensed driving experience;
4. Hold a valid public passenger chauffer’s license;
5. Successfully complete local school district driver training courses;
6. Pass a criminal background check;
7. Pass a drug screening;
8. Maintain a clean and safe driving record;
9. Meet all Louisiana Department of Education requirements for school bus drivers.

**II. Bus Specifications**

* 1. All buses and associated equipment shall be new models that are in current production and never been titled. Buses must meet all requirements set forth in Louisiana’s governing documents, including, but not limited to, the 2015 National School Transportation Specifications and Procedures, Bulletin 119 published by the Louisiana Department of Education, Louisiana Revised Statutes, Louisiana Department of Education regulations, FMVSS, and 45 CFR 1310 (Head Start Transportation) in effect at the time of manufacture.
	2. Digital Security Camera System

All buses shall be equipped with a digital camera system. At a minimum, the system shall provide the following views: driver’s view of the road, and a bird’s eye view of the interior of the bus, including the driver. The system shall provide an audio recording of the interior of the bus.

The system cameras shall have a minimum recording capacity of 30 frames per second and shall record in color. A minimum of 300 hours recording time shall be available.

System shall utilize an industry standard video format with playback either from a web-based portal or by connecting the hard drive or memory source to a PC (plug-and-play).

Vendor shall provide Thrive video recordings within 24 hours of request.

* 1. Global Positioning System (GPS)

All buses shall be equipped with a global positioning system and telematics. At a minimum, telematics shall include the current time, vehicle speed, and vehicle acceleration/deceleration rate.

Vendor shall provide access to electronic reports to Thrive. These reports should be available through an online portal. At a minimum, reports should include trip logs and telematics records. Exception reports showing heavy acceleration, heavy braking, and vehicle speed greater than a certain amount should also be available.

Thrive desires the digital camera system and GPS to be integrated, allowing viewing of camera views alongside telematics data.

Vendor shall provide access to a GPS for live tracking of buses.